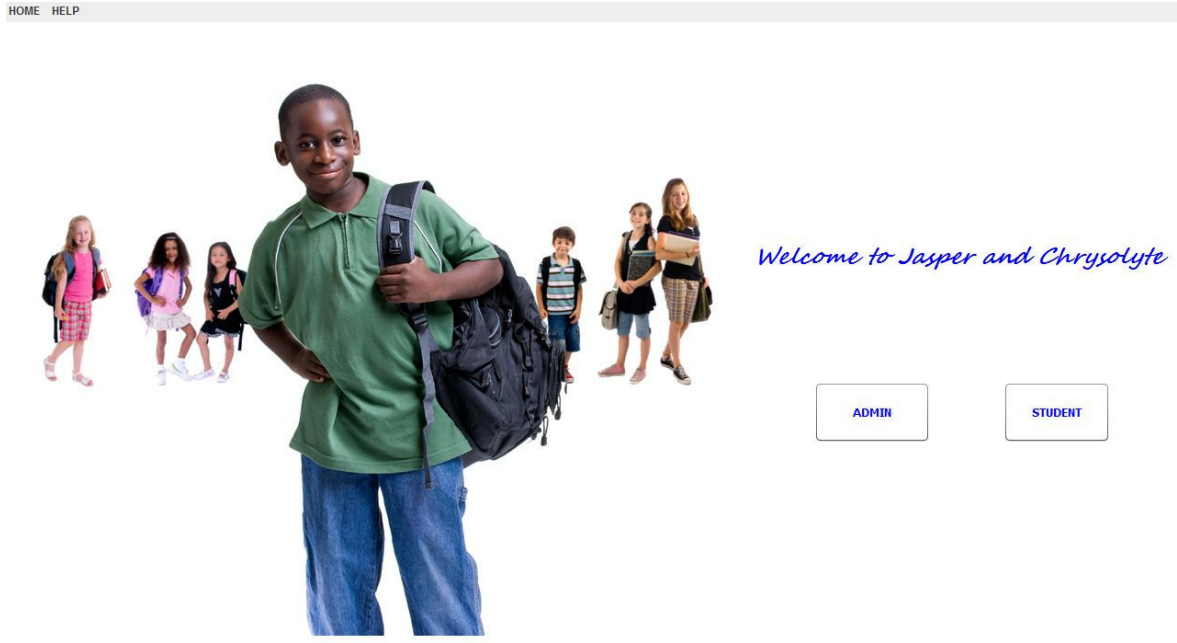
JASPER SCHOOL MANAGEMENT SYSTEM USER MANUAL AND INFORMATION BOOK



Designed and Implemented by
Oluwole Oyetoke (c) 2015
http://www.oluwoleoyetoke.com

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1.0: BACKGROUND

The Jasper School Management Software was designed to help improve school management activities for schools in Nigeria and consequently around the world. It is open-source (i.e. open to adaptations and improvements). Also, this software is given out online for free at no cost (http://schoolmgt.oluwoleoyetoke.com). The System has 8 major modules incorporated into it. These are:

1. Library Management Module
2. Pay Roll Management Module
3. Finance Management Panel
    - Expenses
    - Income
    - Fee management
4. Computer-Based Testing Module
5. Records and Statistical Analysis Module
    - Automatic Report Card Collation
    - Class Data Review
    - Class Teacher Performance Evaluation
    - School's Financial Standing Statistical Analysis
6. Administrative Module
    - Student Registration,
    - Subject upload
    - Student Bio Data Storage
7. School Information Communication Module
8. Attendance Management Module

The Software was built using Java JDBC in collaboration with MySQL

2.0: INTRODUCTION

The System has 5 Classes of Users, and each of these users have a specific range of activity their level access allows them to perform. These users are:

1. The Head teacher
2. The Class Teacher
3. The School Librarian
4. The School Accountant
5. The Student

OPERATIONS OF THE HEAD TEACHER

1. Register Employees
2. Assign Teacher to Classes
3. Reassign Teacher to a Different Class
4. Remove Employee
5. Change Teacher's Login Password
6. View Details of All Students and Administrative Workers in The School
7. Set Approvals and Term Details (this is related to fees per term to be paid by the students of the different classes, examination retake password, test and exam maximum scores, maximum lend out days for books borrowed out by the library, selection of ongoing term and terms that have been completed)
8. View All Student's Report Card
9. View Each Classes Performance Histogram
10. View Teachers' Performance Rating
11. Communicate Information to all employees

OPERATIONS OF THE CLASS TEACHER

1. Register New Students
2. Edit Students' Details
3. Delete Student from Database
4. Register New Subjects for The Class
5. Set Test and Examination Questions
6. Upload Students Scores (for subject in which they wouldn't be taking a computer based test)
7. Automatically collate students report card for that term
8. View the graph of students performance
9. View Notices from the Head Teacher
10. Upload, manage and view student attendance statistics

OPERATIONS OF THE SCHOOL'S LIBRARIAN

1. Register New Books Into The Library
2. Lend out Books to Students and Employees
3. Return Books Into The Library

OPERATIONS OF THE SCHOOL'S ACCOUNTANT

1. Key in Fees (both school fees and other class fees)
2. Key in Expenses (with the picture of the receipt)
3. View All School's Expense
4. View All School's Income So Far
5. Key in Employee Salary Payments via The Payroll Module
6. View The Statistical Analysis of The School's Current Financial Standing
7. View Communication for the Head Teacher

OPERATIONS OF THE STUDENT

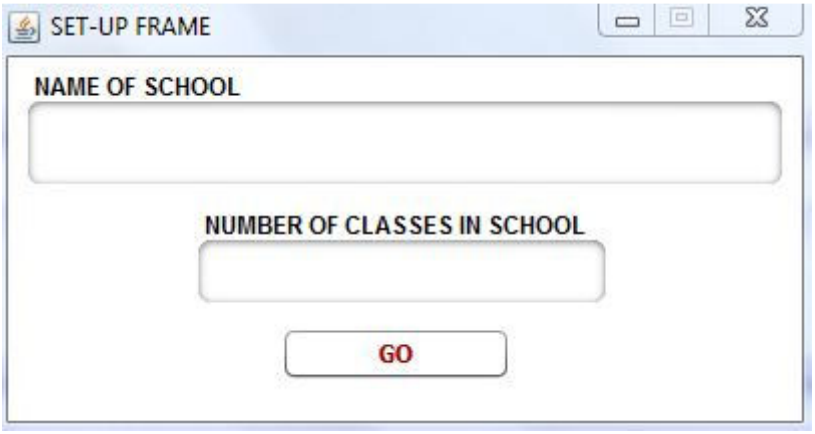
1. Take Computer Based Tests

In total, the Jasper School Management System can perform over 32 key school management and administrative function. By computerizing and automating these functions, it eases off the school's administrative burden.

3.0: HOW TO

FIRST USE

When the Jasper School Management System is first run, it pops up the 'Set-Up Frame', requesting for the name of your school and the number of classes you will be operating.

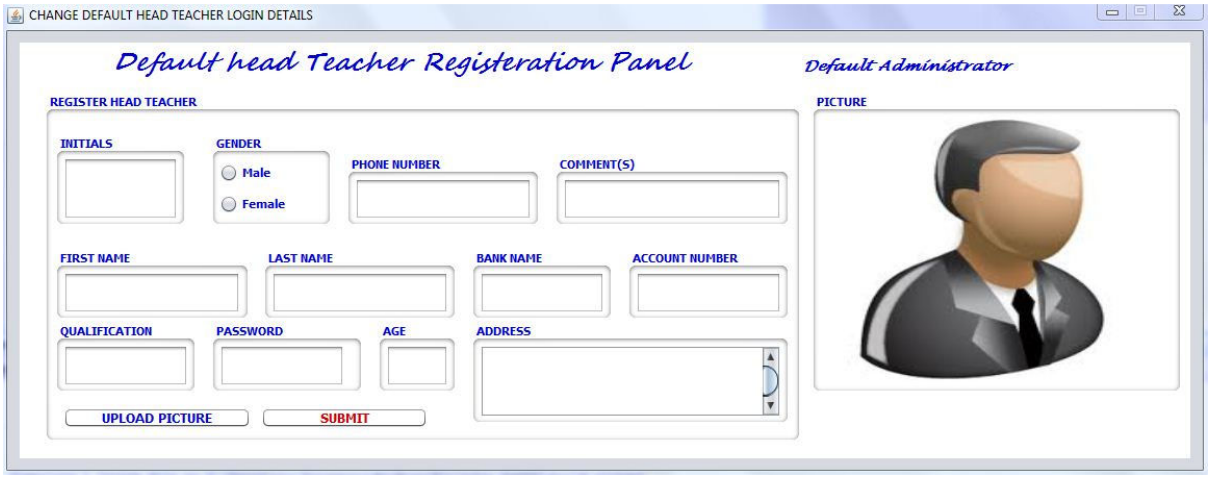


- Input the Name of School
- Input the Number of Classes
- Click on the 'GO' button to proceed

The first and only available login detail at start up is for the head teacher. See details below

- Username: Admin
- Password: Admin
- Input these details and click on the 'LOGIN' button

On your first login, the 'CHANGE DEFAULT HEAD TEACHER LOGIN DETAILS' frame is automatically loaded. Here, you can now properly register a new Head Teacher



- Input the necessary details.
- Click on the 'SUBMIT' button to get started

This will automatically log you out, so you can now login with the newly created Head Teacher information.

Immediately you log in, click on the approvals and settings button to set the parameters for the new session. E.g. school fees modalities, maximum and minimum examination scores, library book loan day length, retake examination password, current term, term length (in weeks), e.t.c.

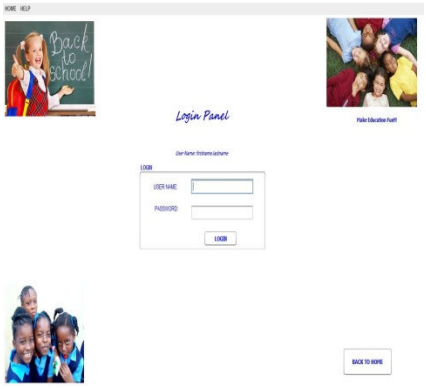
- Click on the 'START/CONT... SESSION' button to begin

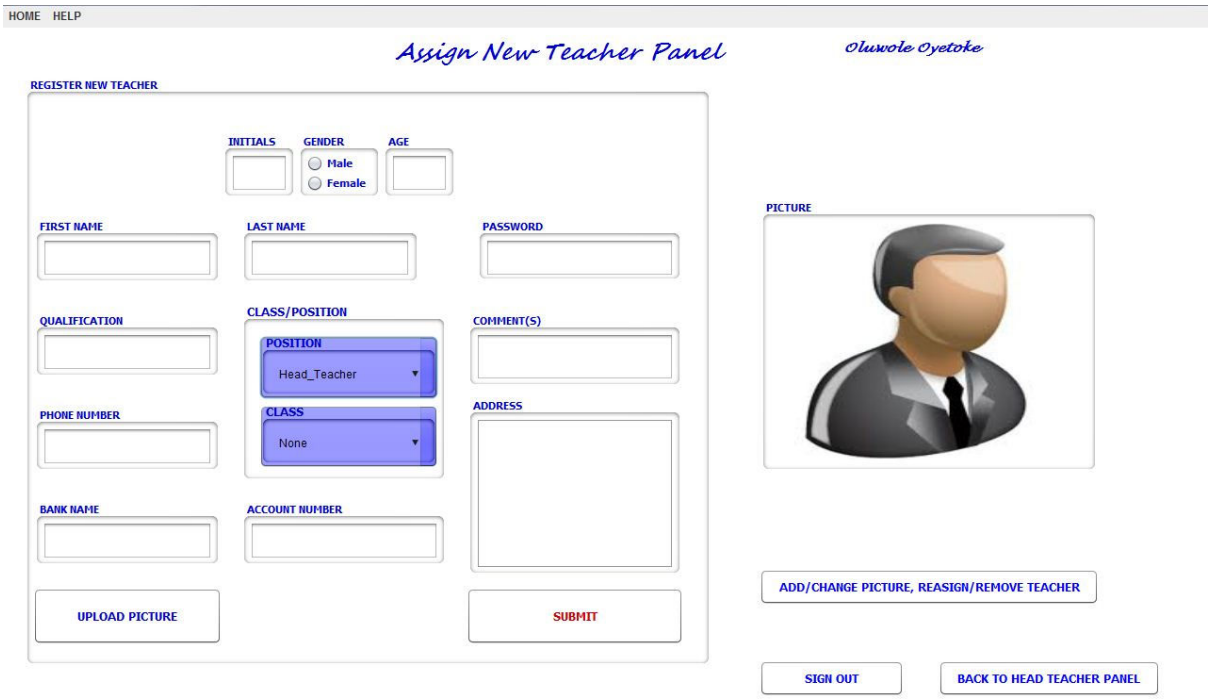
At the beginning of new terms, you can also come here to change the current term selector, then click on the 'START SESSION' button again.

After these steps, then you have successfully set up the system

HEAD TEACHER

Register Teacher/Employee





1. Login as the Head Teacher to proceed to the 'Head Teacher Panel'
2. Proceed to the 'Assign New Teacher Panel'
3. Input the New Employee's Details in the appropriate segments
4. Click on 'UPLOAD PICTURE' to upload the employees picture
5. Click on the 'SUBMIT' button to complete this action

Reassign Teacher

1. Login as the Head Teacher to proceed to the 'Head Teacher Panel'
2. Proceed to the 'Assign New Teacher Panel'
3. 'ADD/CHANGE PICTURE, REMOVE/REASSIGN TEACHER' button
4. Choose the employee who is to be reassigned from the dropdown list
5. Click on the 'CHECK PICTURE' button to verify the face of the employee

To Remove from Class

A. Click on the 'REMOVE FROM CLASS' button

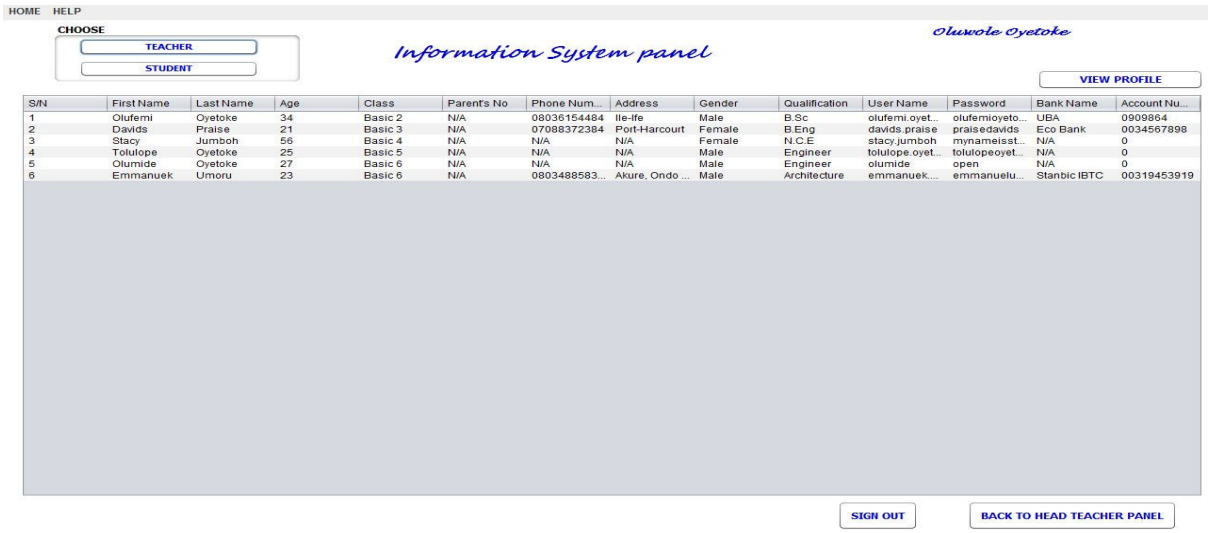
To Add/Change Picture

A. Click on the 'UPLOAD NEW PICTURE' button
B. Choose the picture you wish to upload from the directory
C. Click on the 'SET' button to complete this action

To Re-assign to another class

A. Choose the new class in which the teacher will be moved to, from the dropdown menu
B. Click on 'RE-ASSIGN TO CLASS' button to complete this action

View Details of All Students and Employee in The School


HOME HELP
CHOOSE
TEACHER
STUDENT
Information System panel
Oluwole Oyetoke
VIEW PROFILE
S/N First Name Last Name Age Class Parent's No Phone Num... Address Gender Qualification User Name Password Bank Name Account Nu...
1 Olufemi Oyetoke 34 Basic 2 N/A 08036154484 Ile-Ife Male B.Sc olufemi.oyet... olufemioyeto... UBA 0909864
2 Davids Praise 21 Basic 3 N/A 07088372384 Port-Harcourt Female B.Eng davids.praise praisedavids Eco Bank 0034567898
3 Stacy Jumboh 56 Basic 4 N/A N/A N/A Female N.C.E stacy.jumboh mynameisst... N/A 0
4 Tolulope Oyetoke 25 Basic 5 N/A N/A N/A Male Engineer tolulope.oyet... tolulopeoyet... N/A 0
5 Olumide Oyetoke 27 Basic 6 N/A N/A N/A Male Engineer olumide open N/A 0
6 Emmanuek Umoru 23 Basic 6 N/A 0803488583... Akure, Ondo ... Male Architecture emmanuek.... emmanuelu... Stanbic IBTC 00319453919
SIGN OUT
BACK TO HEAD TEACHER PANEL

1. Login as the Head Teacher to proceed to the 'Head Teacher Panel'
2. Click on the 'INFORMATION SYSTEM' button

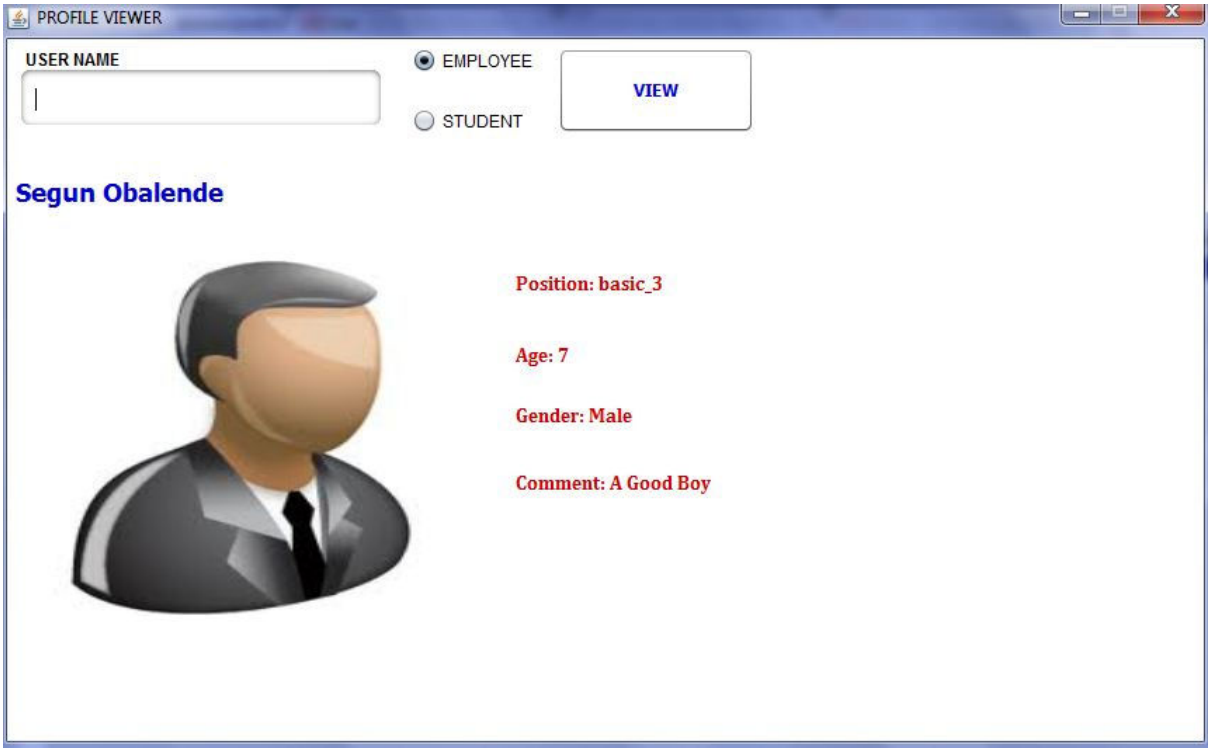
View List of All Teachers

A. Click on the 'TEACHER' button

View List of All Students

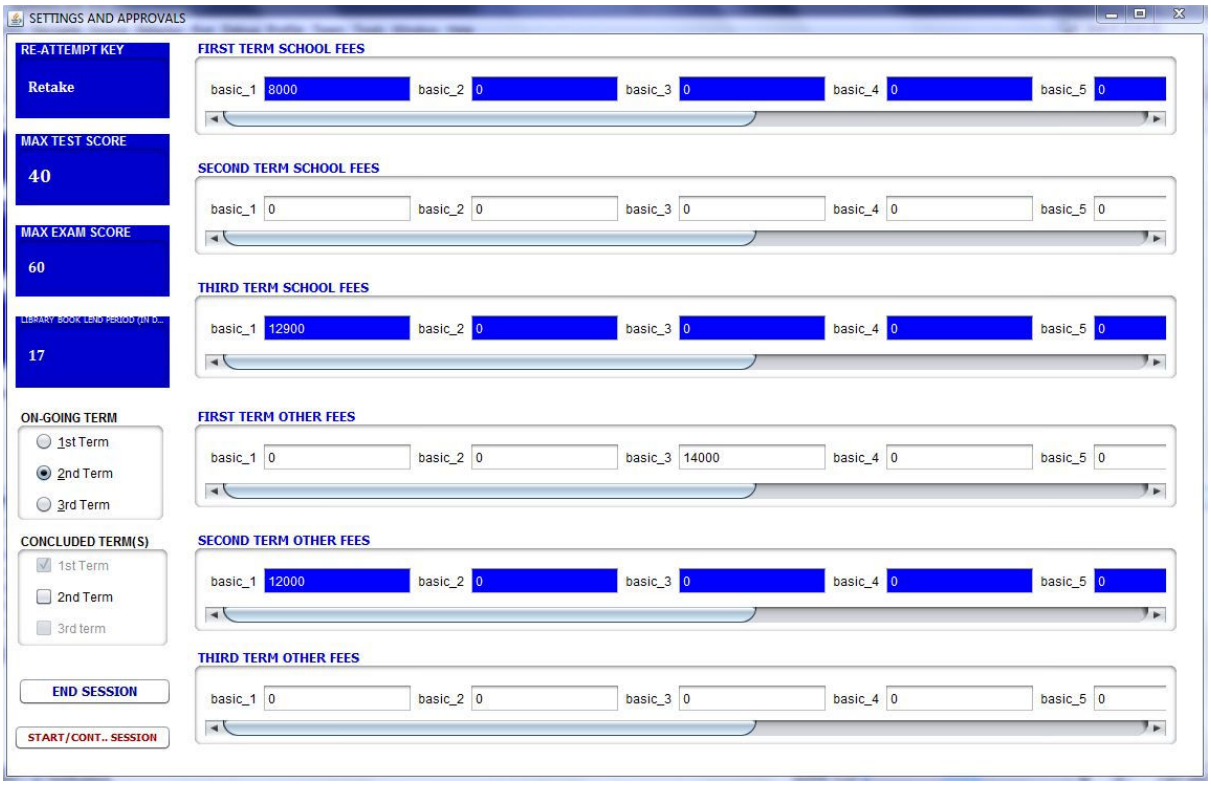
B. Click on the 'STUDENT' button

View Individual Person's Profile



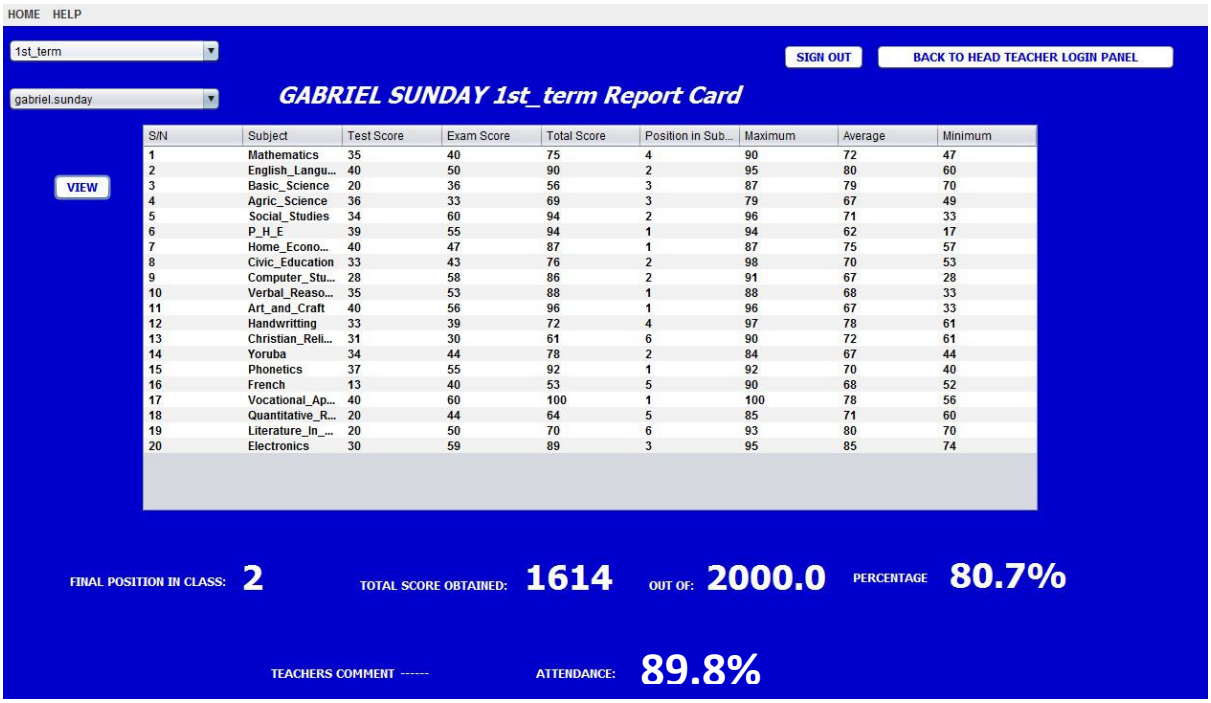
A. Click on the row containing the individual s detail. Make sure it is highlighted
B. Then, Click on the 'VIEW PROFILE' button to complete action

Set Approvals and Term Parameters


SETTINGS AND APPROVALS
RE-ATTEMPT KEY
Retake
MAX TEST SCORE
40
MAX EXAM SCORE
60
17
ON-GOING TERM
1st Term
2nd Term
3rd Term
CONCLUDED TERM(S)
1st Term
2nd Term
3rd term
END SESSION
START/CONT.. SESSION
FIRST TERM SCHOOL FEES
basic_1 8000 basic_2 0 basic_3 0 basic_4 0 basic_5 0
SECOND TERM SCHOOL FEES
basic_1 0 basic_2 0 basic_3 0 basic_4 0 basic_5 0
THIRD TERM SCHOOL FEES
basic_1 12900 basic_2 0 basic_3 0 basic_4 0 basic_5 0
FIRST TERM OTHER FEES
basic_1 0 basic_2 0 basic_3 14000 basic_4 0 basic_5 0
SECOND TERM OTHER FEES
basic_1 12000 basic_2 0 basic_3 0 basic_4 0 basic_5 0
THIRD TERM OTHER FEES
basic_1 0 basic_2 0 basic_3 0 basic_4 0 basic_5 0

1. Login as the Head Teacher to proceed to the 'Head Teacher Panel'
2. Click on the 'APPROVALS AND SETTINGS' button
3. Fill in the details as suits your school for the session
4. Click on the 'START/CONT... SESSION' button to complete action

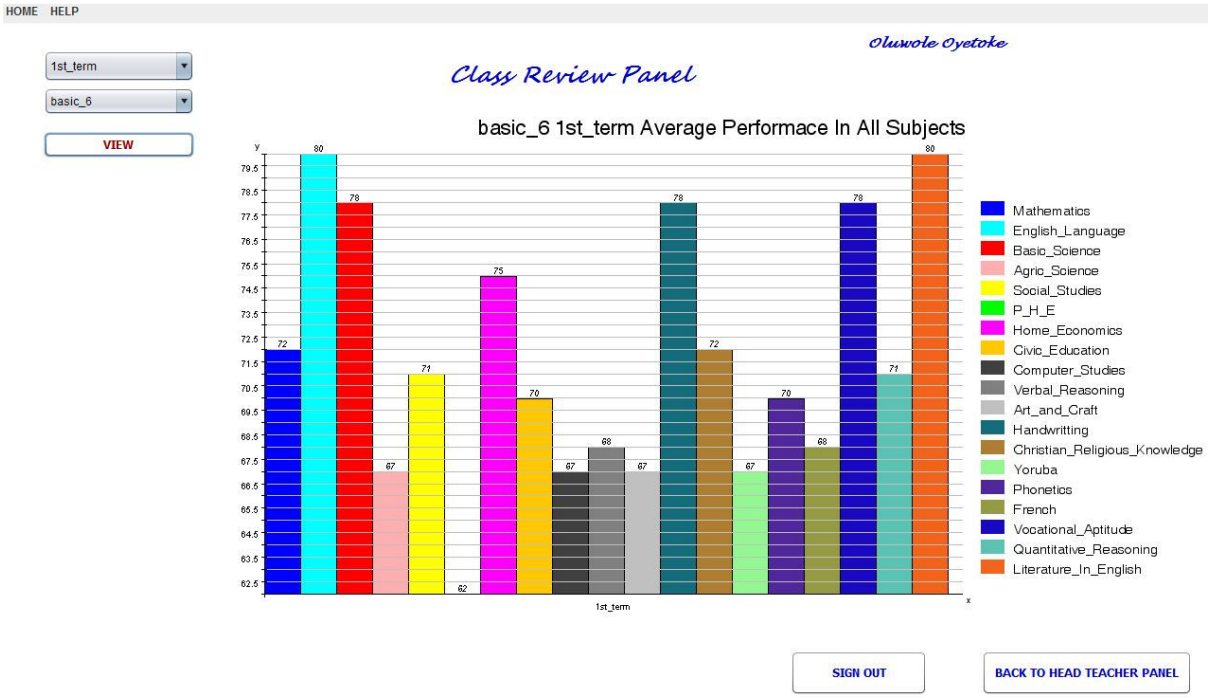
View Any Student's Report card


HOME HELP
1st_term
gabriel.sunday
SIGN OUT
BACK TO HEAD TEACHER LOGIN PANEL
GABRIEL SUNDAY 1st_term Report Card
VIEW
S/N | Subject | Test Score | Exam Score | Total Score | Position in Sub... | Maximum | Average | Minimum
1 | Mathematics | 35 | 40 | 75 | 4 | 90 | 72 | 47
2 | English_Langu... | 40 | 50 | 90 | 2 | 95 | 80 | 60
3 | Basic_Science | 20 | 36 | 56 | 3 | 87 | 79 | 70
4 | Agric_Science | 36 | 33 | 69 | 3 | 79 | 67 | 49
5 | Social_Studies | 34 | 60 | 94 | 2 | 96 | 71 | 33
6 | P_H_E | 39 | 55 | 94 | 1 | 94 | 62 | 17
7 | Home_Econo... | 40 | 47 | 87 | 1 | 87 | 75 | 57
8 | Civic_Education | 33 | 43 | 76 | 2 | 98 | 70 | 53
9 | Computer_Stu... | 28 | 58 | 86 | 2 | 91 | 67 | 28
10 | Verbal_Reaso... | 35 | 53 | 88 | 1 | 88 | 68 | 33
11 | Art_and_Craft | 40 | 56 | 96 | 1 | 96 | 67 | 33
12 | Handwritting | 33 | 39 | 72 | 4 | 97 | 78 | 61
13 | Christian_Reli... | 31 | 30 | 61 | 6 | 90 | 72 | 61
14 | Yoruba | 34 | 44 | 78 | 2 | 84 | 67 | 44
15 | Phonetics | 37 | 55 | 92 | 1 | 92 | 70 | 40
16 | French | 13 | 40 | 53 | 5 | 90 | 68 | 52
17 | Vocational_Ap... | 40 | 60 | 100 | 1 | 100 | 78 | 56
18 | Quantitative_R... | 20 | 44 | 64 | 5 | 85 | 71 | 60
19 | Literature_In_... | 20 | 50 | 70 | 6 | 93 | 80 | 70
20 | Electronics | 30 | 59 | 89 | 3 | 95 | 85 | 74
FINAL POSITION IN CLASS: 2
TOTAL SCORE OBTAINED: 1614
OUT OF: 2000.0
PERCENTAGE 80.7%
TEACHERS COMMENT ------
ATTENDANCE: 89.8%

1. Login as the Head Teacher to proceed to the 'Head Teacher Panel'
2. Click on the 'DATA REVIEW' button. This brings up other data review buttons
3. Click on the 'STUDENT'S DATA REVIEW' button

4. Choose from the pop-up menu, the class whose students data you wish to check is
5. Choose the term of reference (e.g 1st_term, 2nd_term or 3rd_term) from the drop down menu
6. Choose the students name, from the drop down menu containing the names of students in the class
7. Click on the 'VIEW' button to have the report sheet displayed

View Each classes Performance Graph



1. Login as the Head Teacher to proceed to the 'Head Teacher Panel'
2. Click on the 'DATA REVIEW' button. This brings up other data review buttons
3. Click on the 'CLASS DATA REVIEW' button
4. Choose the term of reference (e.g. 1st_term, 2nd_term or 3rd_term) from the drop down menu
5. Choose the Class whose data you wish to display (e.g. basic_6)

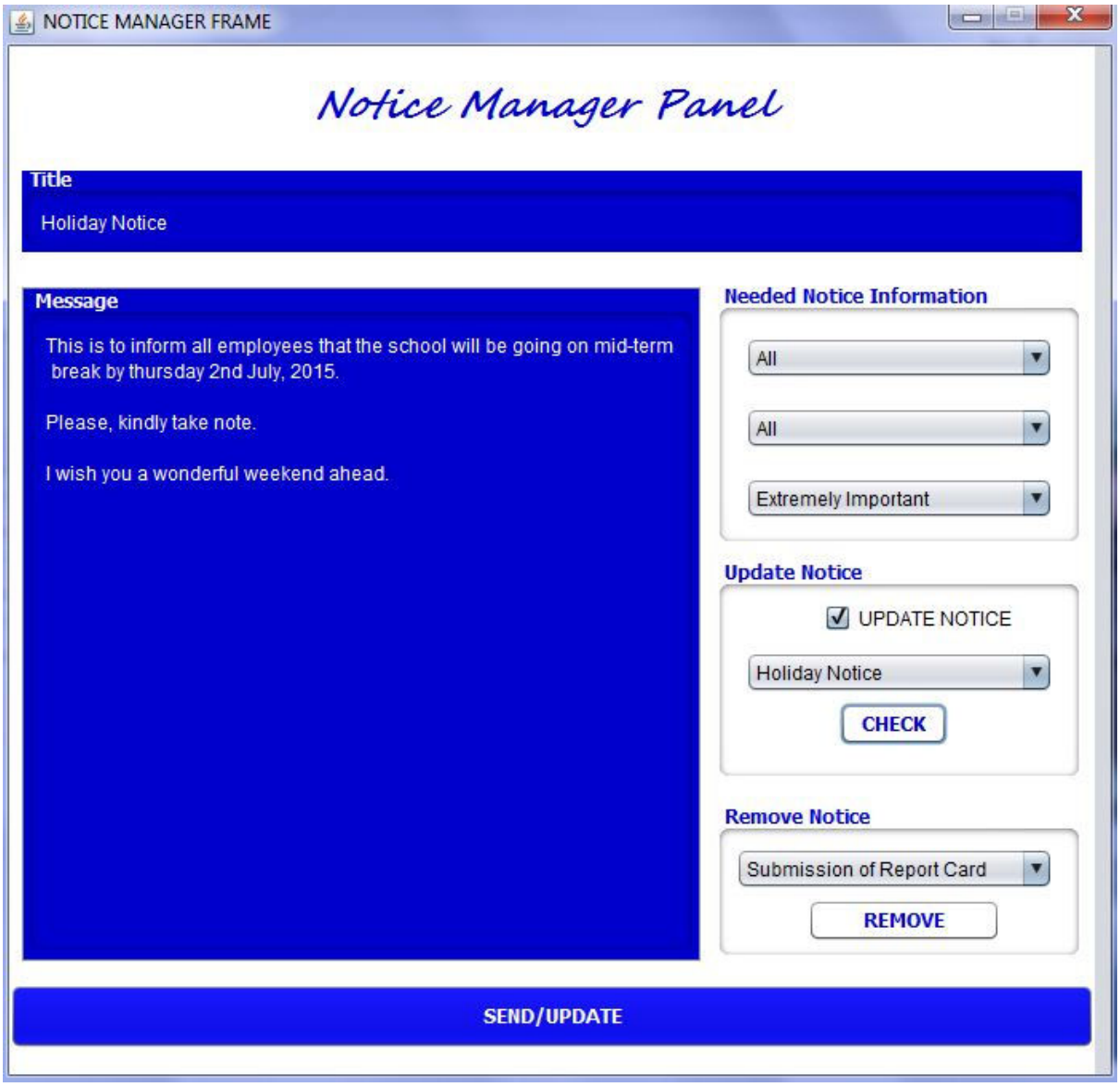
View Teachers' Performance Rating & Change Password

1. Login as the Head Teacher to proceed to the 'Head Teacher Panel'
2. Click on the 'DATA REVIEW' button. This brings up other data review buttons
3. Click on the 'TEACHER DATA REVIEW' button
4. From the 'VIEW PERFORMANCE' layered pane, choose the class whose teachers performance you wish to get
5. Also, From the 'VIEW PERFORMANCE' layered pane, choose the term of reference (e.g. 1st_term)
6. Click on the 'TEACHER DETAILS' button to complete the action, and have the needed information displayed in the information table below it

To Change Teacher's Login Password

A. Click on the 'EDIT EMPLOYEE PASSWORD' from the 'CHANGE PASSWORD' layered pane
B. Choose the desired teacher from the drop down menu
C. Input the new password in the input text box below it
D. Click on the 'CHANGE' button to complete this action

Communicate Information to Members of Staff



1. Login as Head Teacher into the ' Panel'
2. Click on the 'NOTICE MANAGER' Button to have the Notice Manager Panel Pop Up
3. Input the necessary information for the message you wish to communicate to your employees. This includes the title, message itself, position of recipient, class thought by recipient, if any, the category of the message (from not at all important to extremely important).
4. Click on the 'SEND?UPDATE' button to send out the notice

Update a Notice

A. Check the 'UPDATE NOTICE' check box
B. Select the message whose information you wish to edit
C. Click on the check button to load it in
D. Edit the message as appropriate
E. Click on the 'SEND/UPDATE' button to complete the action

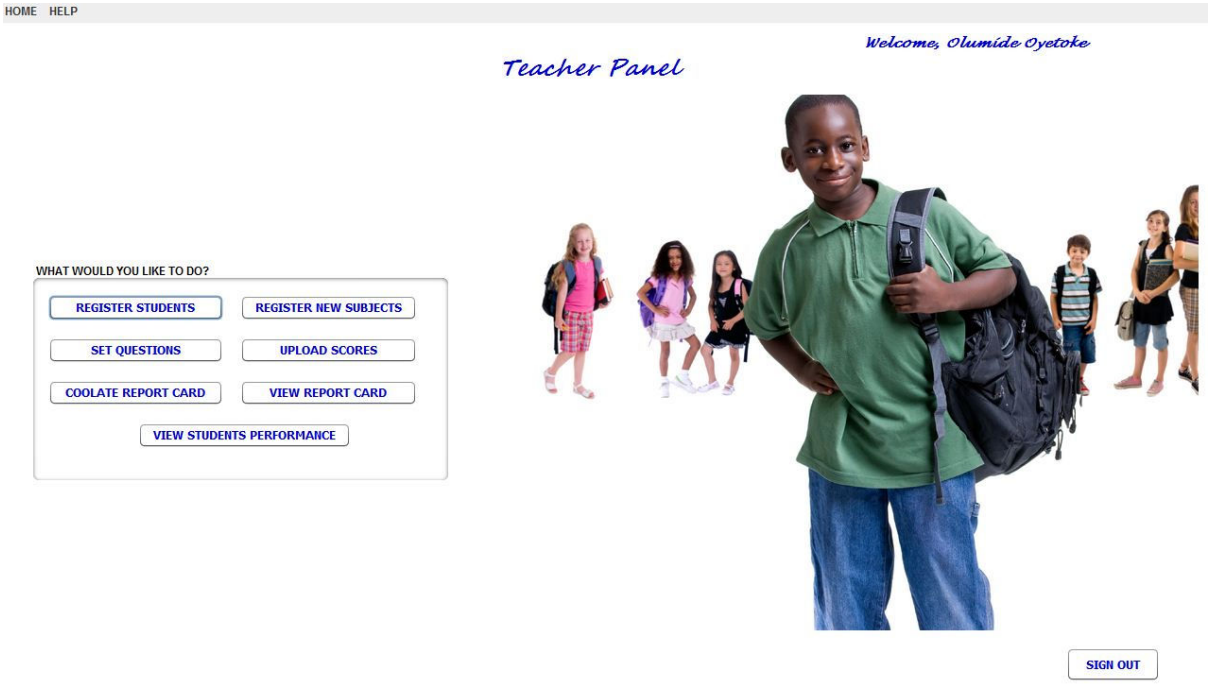
Remove a Notice

A. Select the message which you wish to remove from the dropdown title list of available students.
B. Click on the 'REMOVE' button to complete action

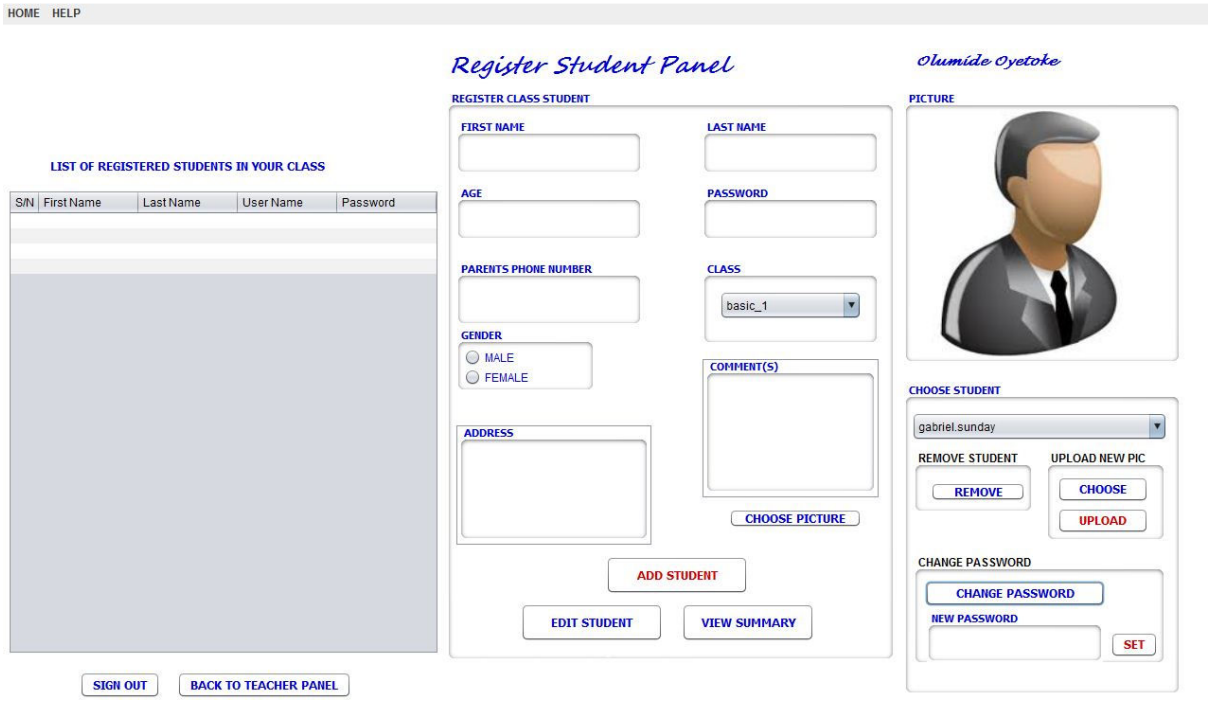
Clear Data and End Session

1. Click on the 'END SESSION' button in the Approvals and Settings panel

CLASS TEACHER



Register New Student



1. Login as a Class teacher to proceed to the 'Teacher Panel'
2. Click on the 'REGISTER STUDENTS' button to proceed to the 'REGISTER STUDENT PANEL'
3. Input the necessary students details
4. Click on 'CHOOSE PICTURE' button to upload the students picture
5. Click on the 'ADD STUDENT' button to complete the registration

Delete student

- Click on the 'EDIT STUDENT' button to make the 'CHOOSE STUDENT' layered pane pop-up
- Choose the student whom you intend to delete from the list of students in your class from the drop down menu
- Click on the 'REMOVE' button to complete action

Replace Student's Picture

- Click on the 'EDIT STUDENT' button to make the 'CHOOSE STUDENT' layered pane pop-up
- Choose the student whom you intend to delete from the list of students in your class from the drop down menu
- Click on the 'CHOOSE' button to upload a new picture
- Click on the 'UPLOAD' button to complete the action

Change Student's Password

- Click on the 'EDIT STUDENT' button to make the 'CHOOSE STUDENT' layered pane pop-up
- Choose the student whom you intend to delete from the list of students in your class from the drop down menu
- Click on the 'CHANGE PASSWORD' button
- Input the new password in the 'NEW PASSWORD' text box
- Click on 'SET' to complete action

Register New Subject

1. Login as a Class teacher to proceed to the 'TEACHER PANEL'
2. Click on the 'REGISTER NEW SUBJECT' button to load the 'Register Class Subjects' Panel

3. Input the name of the new subject into the 'NAME OF SUBJECT' text box displayed in the 'REGISTER SUBJECT' layered pane
4. Click on the 'ADD THIS SBUBJECT' button to complete action

To Remove A Subject

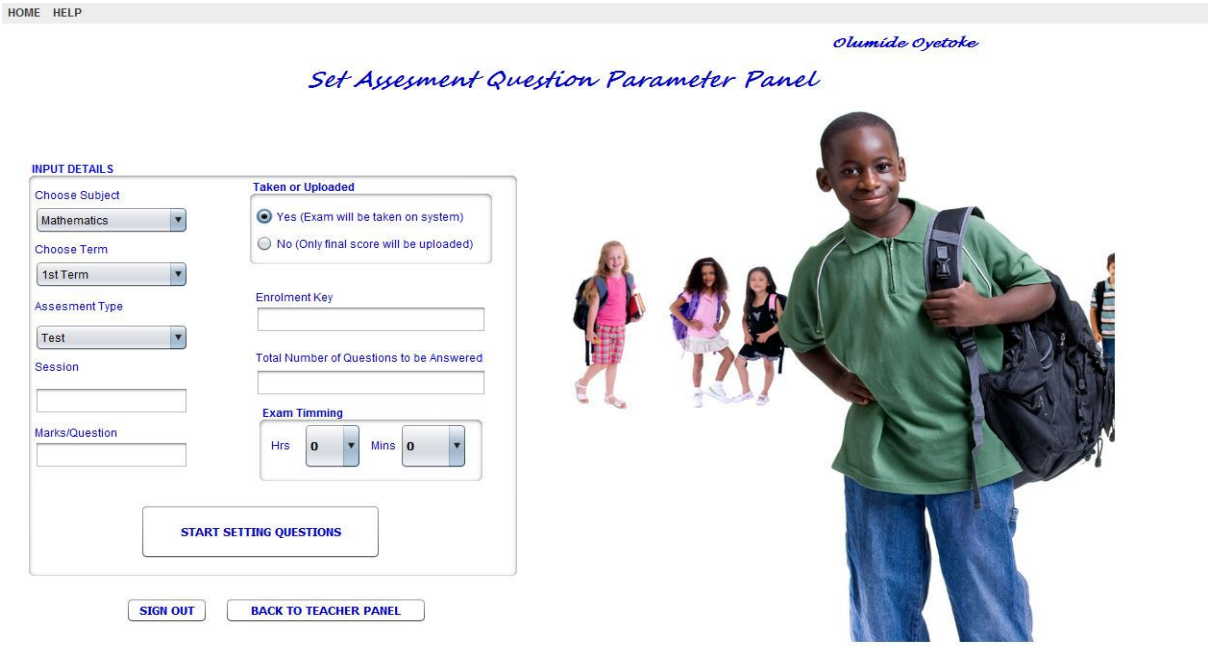
1. Login as a Class teacher into the 'TEACHER PANEL'
2. Click on the 'REGISTER NEW SUBJECT' button to load the 'Register Class Subjects' Panel
3. Click on the 'REMOVE A SUBJECT' button 'REGISTER SUBJECT' layered pane
4. Select the subject to remove from the 'CHOOSE SUBJECT TO REMOVE' layered pane
5. Click on the 'REMOVE' button to complete action

Note that you can also view a summary of all the already registered subjects by clicking on the 'VIEW SUMMARY' button

Set Test and Examination Questions

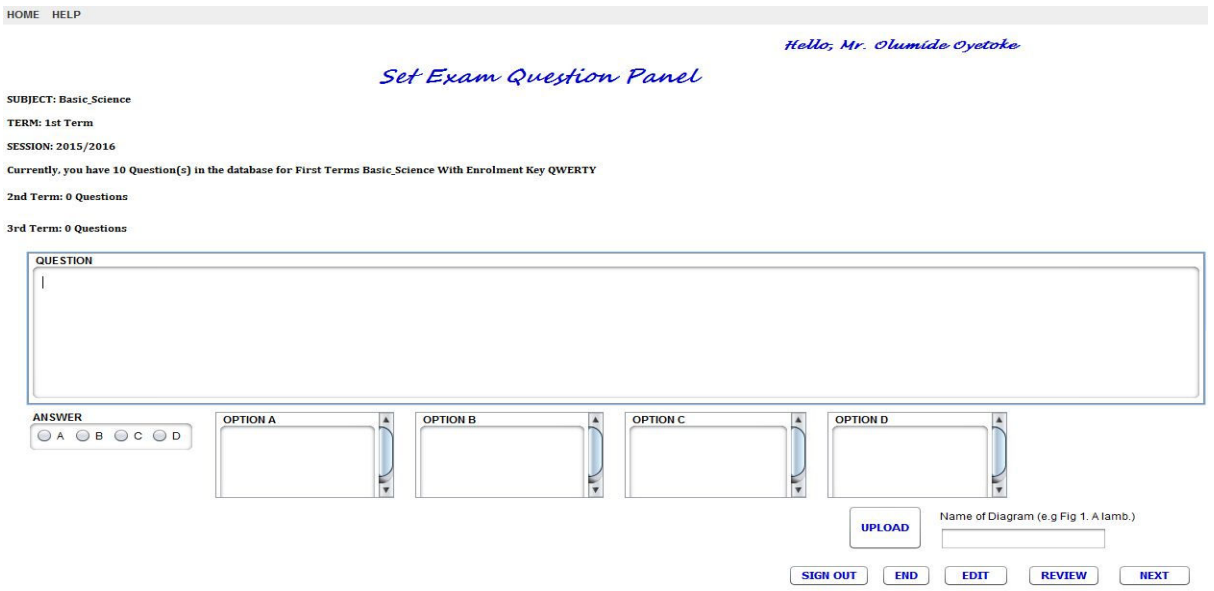
Begin The Set Questions Process

1. Login as a Class teacher into the 'TEACHER PANEL'
2. Click on the 'SET QUESTIONS' button to proceed to the 'SET ASSESMEN QUESTION PARAMETER PANEL'



3. Input all the necessary parameters, as it pertains to the assessment which you wish to set for your students
4. Click on the 'START SETTING QUESTIONS' button to begin and proceed to the 'SET EXAM/TEST QUESTION PANEL'

Question Setting Proper



a. After clicking on the 'START SETTING QUESTIONS'' button as stated in the 'HOW
b. TO BEGIN THE SET QUESTIONS PROCESS' above, you will be presented with a blank question sheet
c. Input the question and appropriate options in the question and option box presented
d. If question has a corresponding diagram which needs to be uploaded Click on the 'UPLOAD' button
e. Choose the picture which you intend to upload (.jpg and .png only)
f. Input the diagram name in the diagram name text box provided
g. Choose the radio button representing the correct answer to the question
h. Click on the 'NEXT' button to remit the question into the database and proceed

Edit/Delete Question

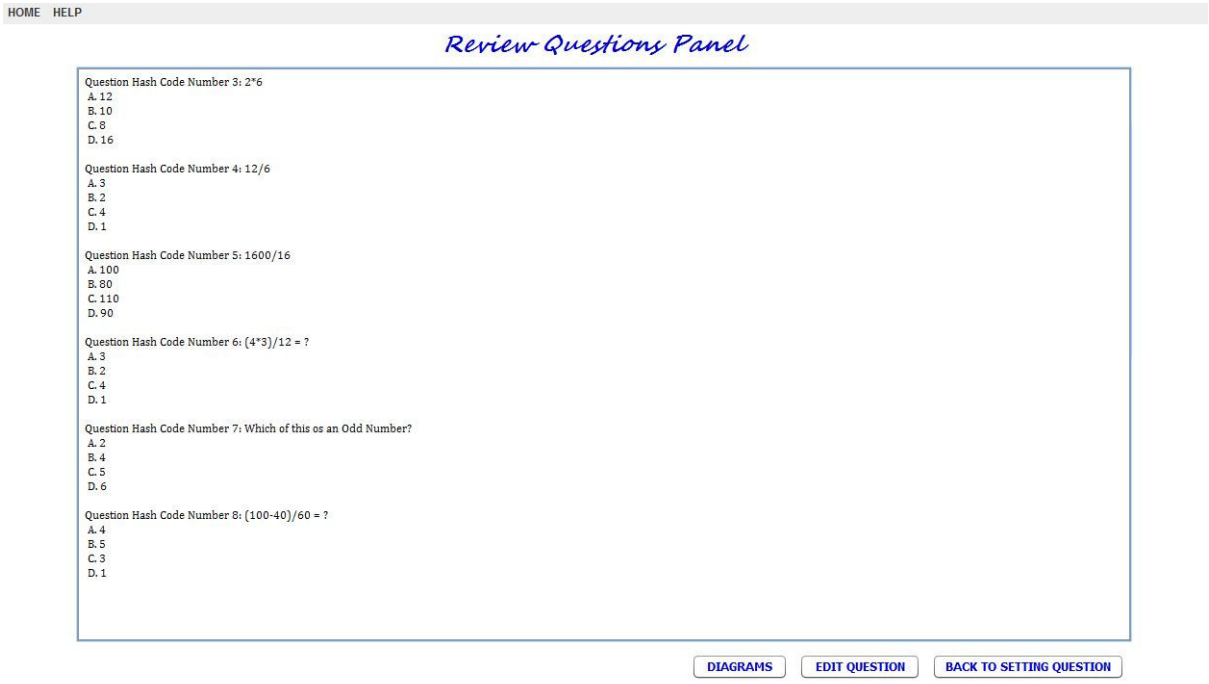
a. Click on the 'EDIT' button to proceed to the 'EDIT EXAM/TEST QUESTION PANEL'
b. Input the hash code number of the question to be edited (hash code number for any question in the question bank can be checked by clicking on the review button)
c. Click on the 'CHECK' button to load in the question for editing
d. Make the necessary changes to the question, then click on the 'SUBMIT EDITION BUTTON' to complete action
e. To delete the question, click on the 'DELETE THIS QUESTION' button

Note: When editing a question, all previously uploaded diagrams have to be re-uploaded

To check if uploaded question has a diagram

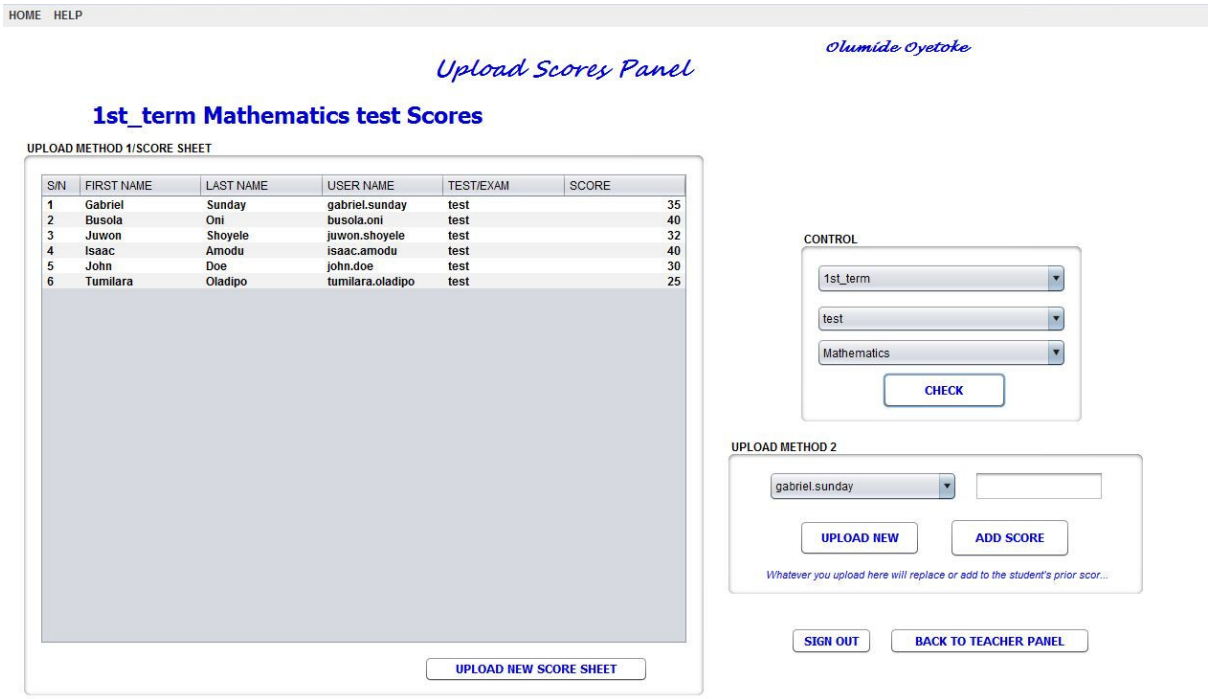
a. Click on the 'REVIEW QUESTION' button Click on the 'DIAGRAM' button
b. Input the question hash code number (hash code number for any question in the question bank can be checked by clicking on the review button)
c. Click on the 'CHECK' button to view

View Questions Set So Far at a Glance



1. Click on the 'REVIEW QUESTION' button

Upload Students' Scores



1. Login as a Class Teacher into the 'TEACHER PANEL'
2. Click on the 'UPLOAD SCORES' button to proceed to the 'UPLOAD SCORES PANEL'
3. Choose the term of reference from the 'CONTROL' layered pane
4. Choose the assessment whose score you want to upload (test or exam) from the 'CONTROL' layered pane
5. Choose the subject whose score you want to upload from the 'CONTROL' layered pane

6. Click on the 'CHECK' button to begin

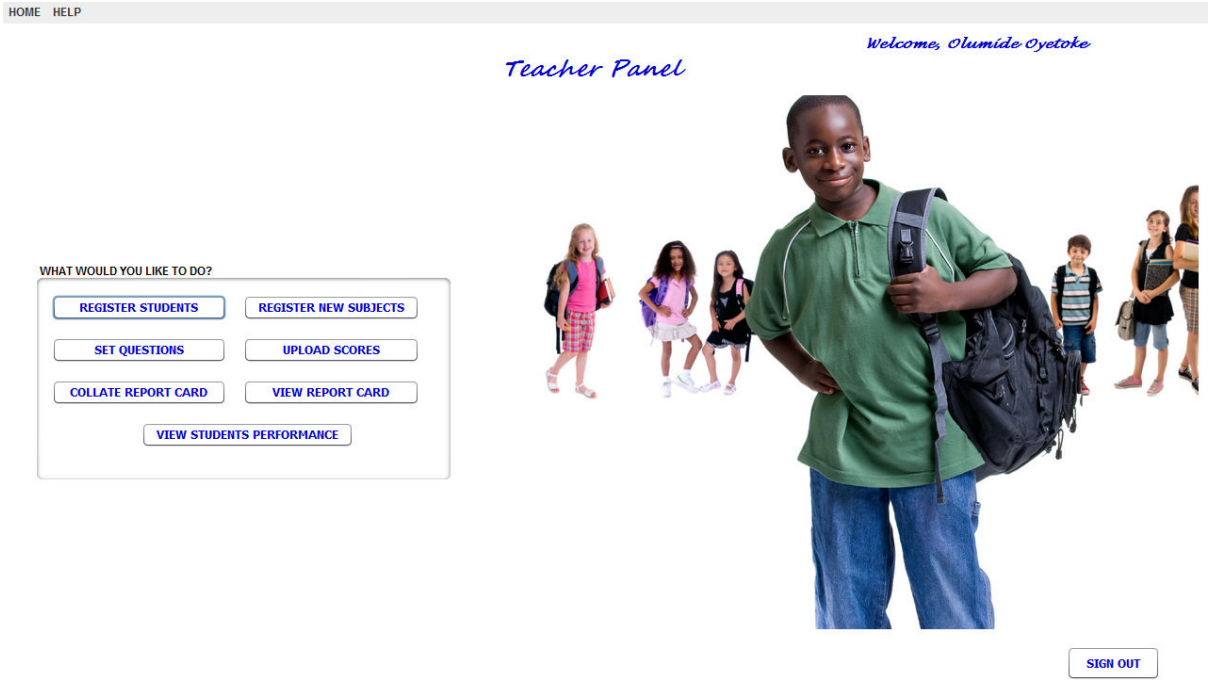
Upload Method 1

A. Insert each students score in the score column corresponding to his/her user name
B. After inputting each students score, make sure none of the score column is still in input mode i.e with the cursor blinking within it
C. Click on the 'UPLOAD NEW SCORE SHEET' button to complete action

Upload Method 2

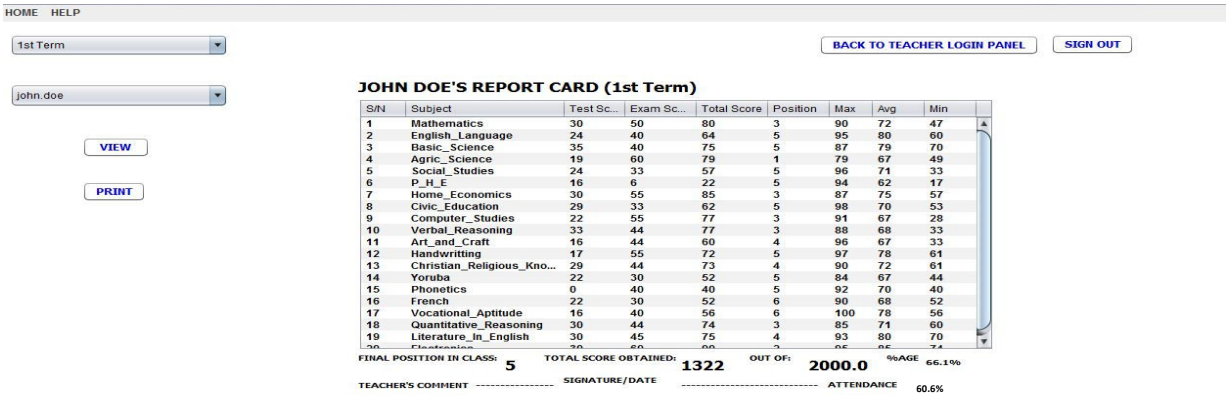
A. Choose student whose score you wish to upload form the drop down menu in the 'UPLOAD METHOD 2' layered pane
B. Input the desired score into the available text box
C. Click the 'ADD SCORE' button to add this new score to what the student currently has
D. Click on the 'UPLOAD NEW' button to give the student an entirely new score
E. Note: Clock on the 'CHECK' button before proceeding to either method 1 or 2 above.

Automatically Collate Students' Report Cards



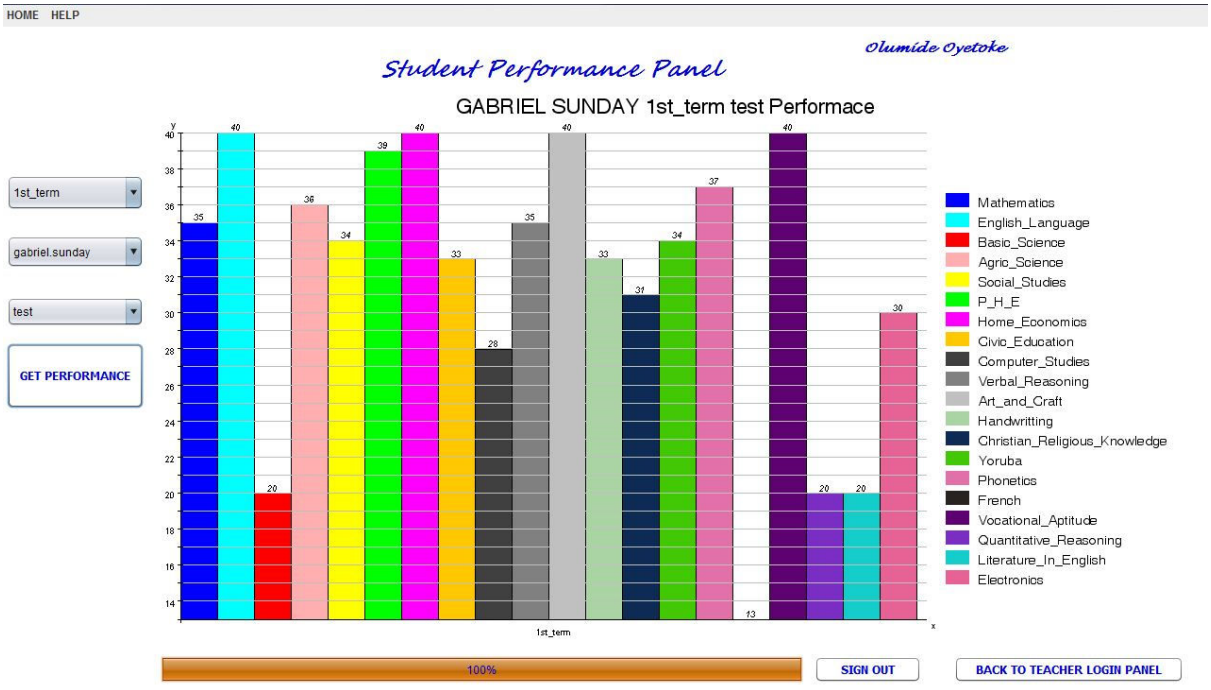
1. Login as a Class Teacher into the 'TEACHER PANEL'
2. Click on the 'COLLATE REPORT CARD' button
3. Choose the term of reference from the pop-up menu to complete action

View Students' Report Card


HOME HELP
1st Term
john.doe
VIEW
PRINT
BACK TO TEACHER LOGIN PANEL
SIGN OUT
JOHN DOE'S REPORT CARD (1st Term)
S/N Subject Test Sc... Exam Sc... Total Score Position Max Avg Min
1 Mathematics 30 50 80 3 90 72 47
2 English_Language 24 40 64 5 95 80 60
3 Basic_Science 35 40 75 5 87 79 70
4 Agric_Science 19 60 79 1 79 67 49
5 Social_Studies 24 33 57 5 96 71 33
6 P_H_E 16 6 22 5 94 62 17
7 Home_Economics 30 55 85 3 87 75 57
8 Civic_Education 29 33 62 5 98 70 53
9 Computer_Studies 22 55 77 3 91 67 28
10 Verbal_Reasoning 33 44 77 3 88 68 33
11 Art_and_Craft 16 44 60 4 96 67 33
12 Handwritting 17 55 72 5 97 78 61
13 Christian_Religious_Kno... 29 44 73 4 90 72 61
14 Yoruba 22 30 52 5 84 67 44
15 Phonetics 0 40 40 5 92 70 40
16 French 22 30 52 6 90 68 52
17 Vocational_Aptitude 16 40 56 6 100 78 56
18 Quantitative_Reasoning 30 44 74 3 85 71 60
19 Literature_In_English 30 45 75 4 93 80 70
FINAL POSITION IN CLASS: 5
TOTAL SCORE OBTAINED: 1322
OUT OF: 2000.0
%AGE 66.1%
TEACHER'S COMMENT
SIGNATURE/DATE
ATTENDANCE 60.6%

1. Login as a Class Teacher into the 'TEACHER PANEL'
2. Click on the 'VIEW REPORT CARD' button to proceed to the 'REPORT CARD PANEL'
3. Choose the term of reference (e.g 1st_term, 2nd_term or 3rd_term) from the drop down menu
4. Choose the students name, from the drop down menu containing the names of students in the class
5. Click on the 'VIEW' button to have the report sheet displayed
6. Click on print, to have the report card printed

View Student's Performance Graph



1. Login as a Class Teacher into the 'TEACHER PANEL'

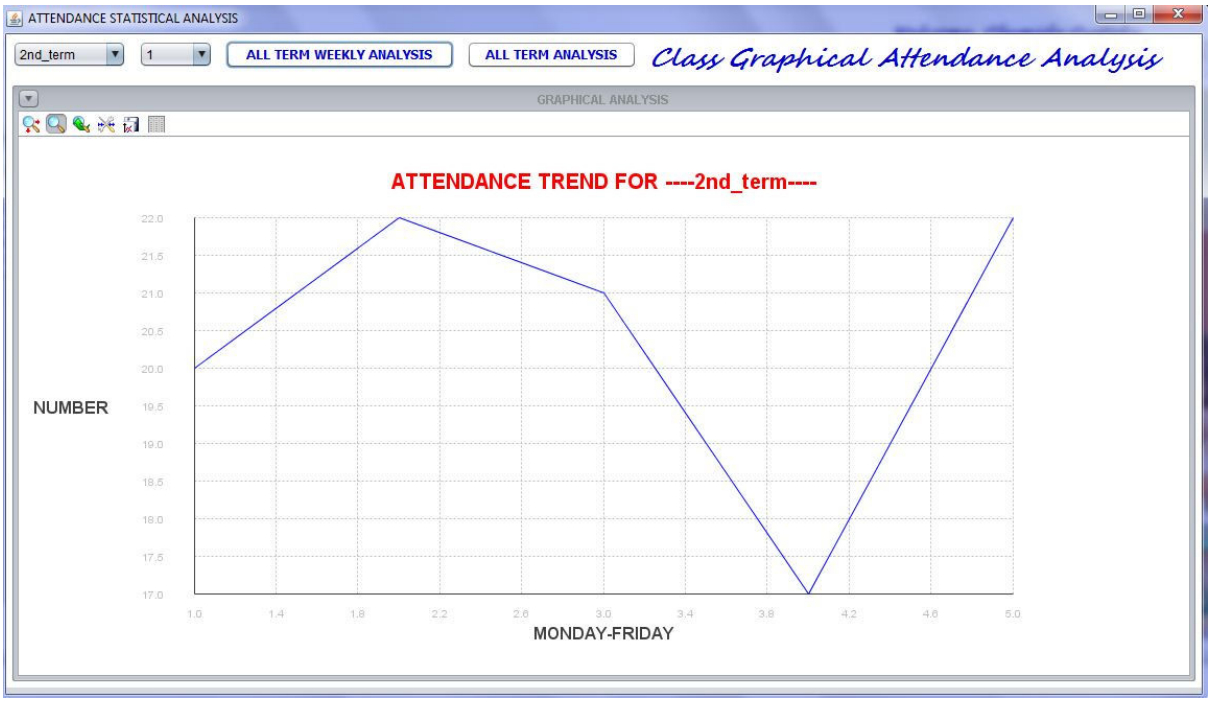
2. Click on the 'VIEW STUDENTS PERFORMANCE' button to proceed to the 'REPORT CARD PANEL'
3. Choose the term of reference (e.g. 1st_term, 2nd_term or 3rd_term) from the drop down menu
4. Choose the assessment type (e.g. test, exam)
5. Choose from the drop down menu, the student whose performance graph you wish to display
6. Click on the 'GET PERFORMANCE' button display the performance graph

Attendance Management

1. Login as Class Teacher into the 'TEACHER PANEL'
2. Click on the 'ATTENDANCE MANAGER' Button to have the Attendance Management Frame pop up
3. Select the term of reference from the term drop down menu
4. Select the Week whose attendance details you wish to upload
5. Input the value '1' for present or '0' to denote absence of a student from class for that day on the attendance sheet

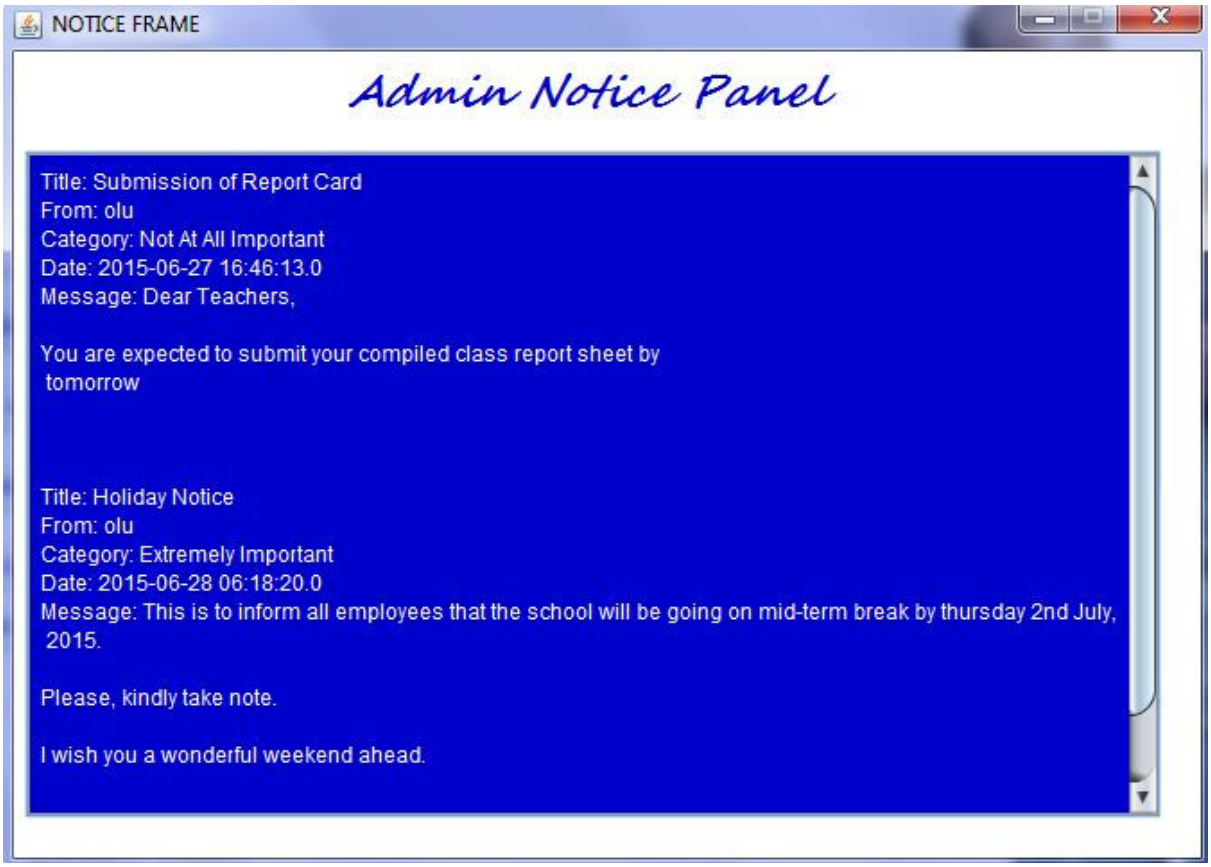
Attendance Management Panel
2nd_term
1
ATTENDANCE FOR WEEK 1 (2nd Term)
S/N FIRST NAME LAST NAME USER NAME MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY
1 Gabriel Sunday gabriel.sunday 1 1 0 0 1
2 Busola Oni busola.oni 1 1 1 1 1
3 Juwon Shoyele juwon.shoyele 0 1 1 1 1
4 Isaac Amodu isaac.amodu 1 1 0 1 1
5 John Doe john.doe 1 1 1 0 1
6 Tumilara Oladipo tumilara.oladipo 1 1 0 1 1
CHECK ATTENDANCE STATISTICS
UPLOAD THE DAYS ATTENDANCE

Check Attendance Statistics



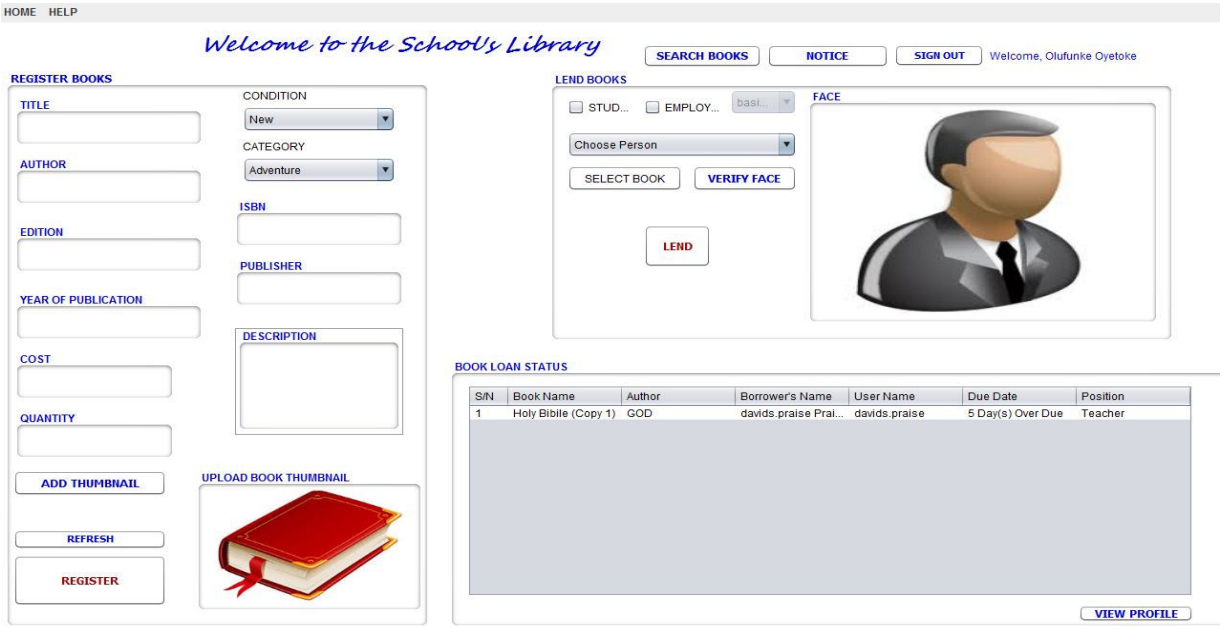
A. Click on the 'CHECK ATTENDANCE STATISTICS' button to have the Class Graphical Attendance Analysis Fame pop up
B. Select the term of reference from the term drop down menu
C. Select the Week whose attendance graphical details you wish to display to complete the action
D. Click on the 'ALL TERM WEEKLY ANALYSIS' button to display your students class attendance ratio for each day of the week, through the entire term. For example, in a 5 week term, point 1 on the graph denotes the attendance for all the five Mondays in the term. This will enable you know which day of the week your students come to class the most and also the reverse case,
E. Click on the 'ALL TERM ANALYSIS' to view the attendance graph for each day of the term (day 1 to day end)

Notice Communication


NOTICE FRAME
Admin Notice Panel
Title: Submission of Report Card
From: olu
Category: Not At All Important
Date: 2015-06-27 16:46:13.0
Message: Dear Teachers,
You are expected to submit your compiled class report sheet by
tomorrow
Title: Holiday Notice
From: olu
Category: Extremely Important
Date: 2015-06-28 06:18:20.0
Message: This is to inform all employees that the school will be going on mid-term break by thursday 2nd July,
2015.
Please, kindly take note.
I wish you a wonderful weekend ahead.

1. Login as Class Teacher into the 'TEACHER PANEL'
2. Click on the 'NOTICE MANAGER' Button to have the Admin Notice Panel pop up
3. Automatically, all notices from the Head Teacher which concern you or is related to your office will be displayed

SCHOOL LIBRARIAN



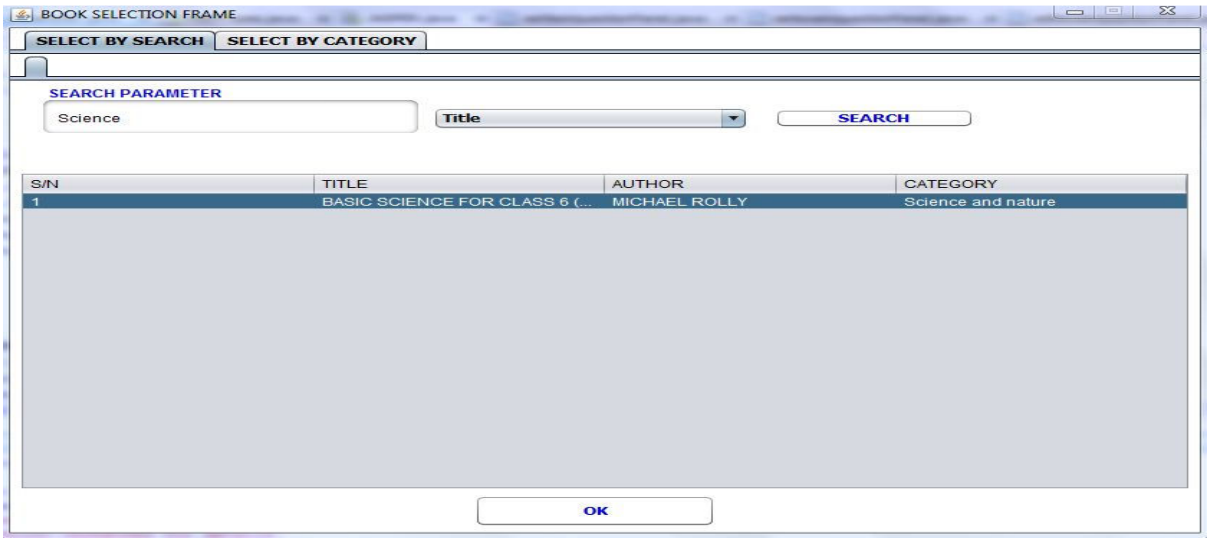
Register new books into the library

1. Login as the school's Librarian into the 'LIBRARY MANAGEMENT PANEL'
2. Input the details of the new book into the appropriate section in the 'REGISTER BOOKS' layered pane inputs
3. Click on the 'ADD THUMBNAIL' button to select the thumbnail for the book
4. Click on the 'REGISTER' button to register the book

Lend out books to students and employees

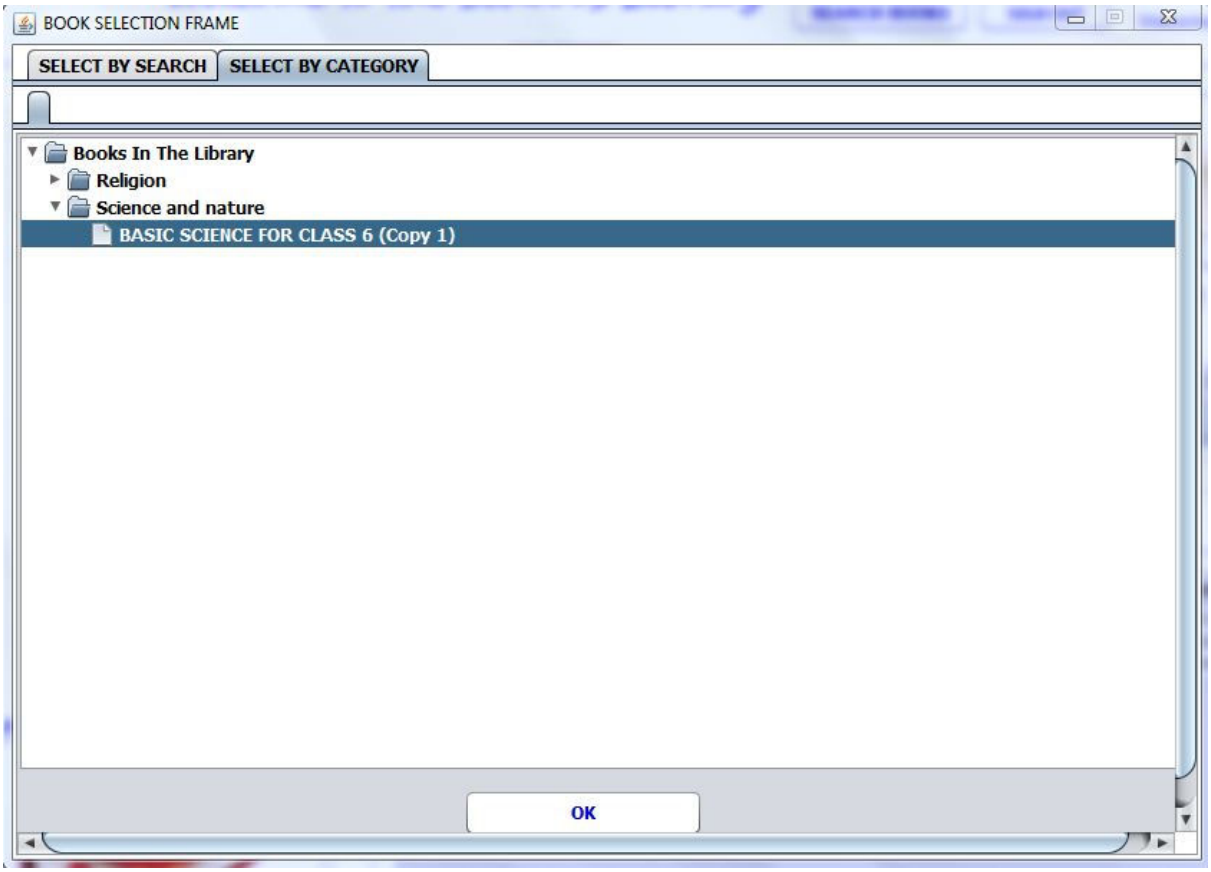
1. Login as the school's Librarian into the 'LIBRARY MANAGEMENT PANEL'
2. All action for this task will be completed in the 'LEND BOOKS' layered pane
3. If the lender is a student, check the 'STUDENT' checkbox. Otherwise, if the lender is an employee, check the 'EMPLOYEE' check box
4. For students, choose the students class from the drop down menu then proceed to selecting the students user name
5. Click on the 'SELECT BOOK' button to load the book selection frame

Select By Search



A. Input the search parameter in the 'SEARCH PARAMETER' input box
B. Select the search criteria from the drop down menu and click on the 'SEARCH' button to make the search
C. When the book loads, highlight its row from the book list table
D. Click on 'OK' complete the book selection action

Select By category



A. Navigate through the book category tree to the book which is to be lend out
B. Highlight the book title as shown in the figure below
C. Click on 'OK' complete the book selection action

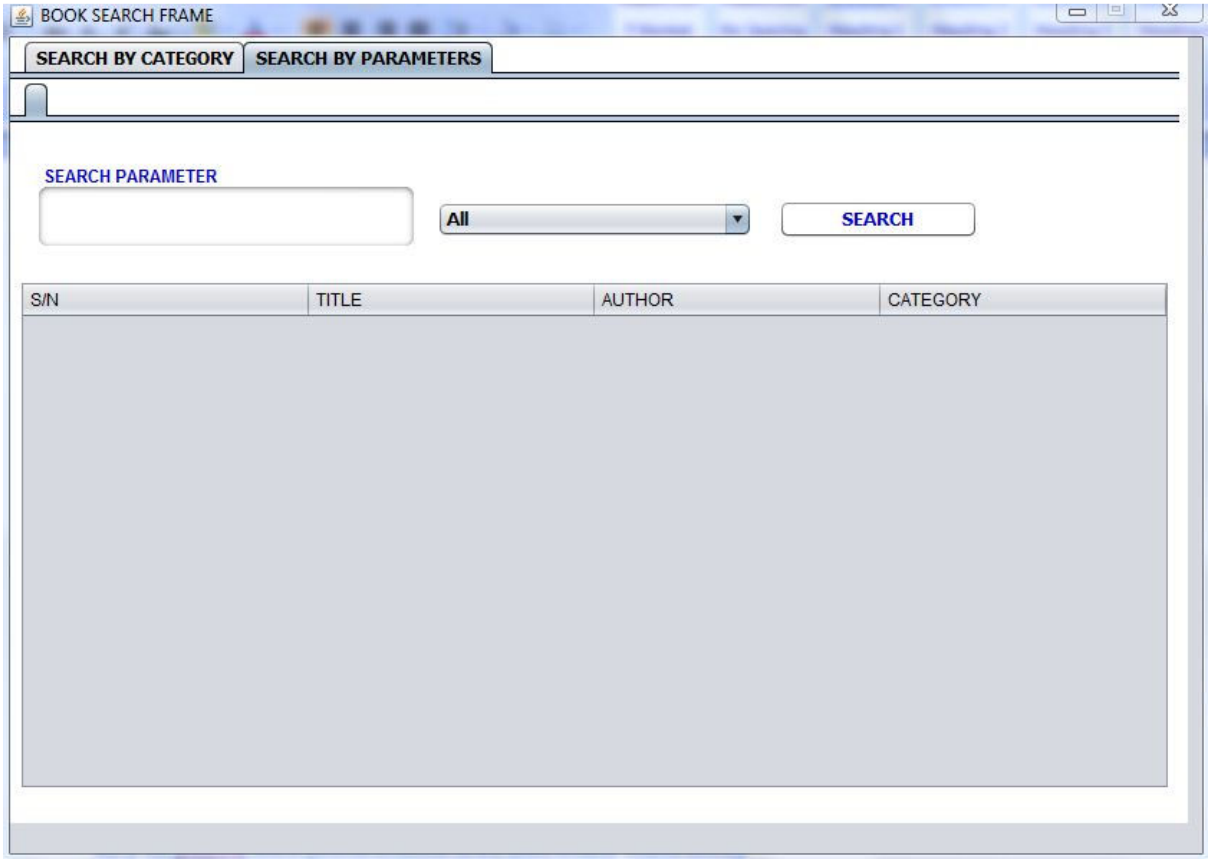
Return books into the library

1. All actions for this task will be conducted in the 'BOOK LOAN STATUS'
2. Highlight the row containing the details of the employee/student who is about to return a borrowed book.
3. Click on the 'VIEW PROFILE' button to view the Profile of the borrower
4. Click on the 'RETURN BOOK' button in the 'PROFILE VIEWER' FRAME

Search Books in the Library

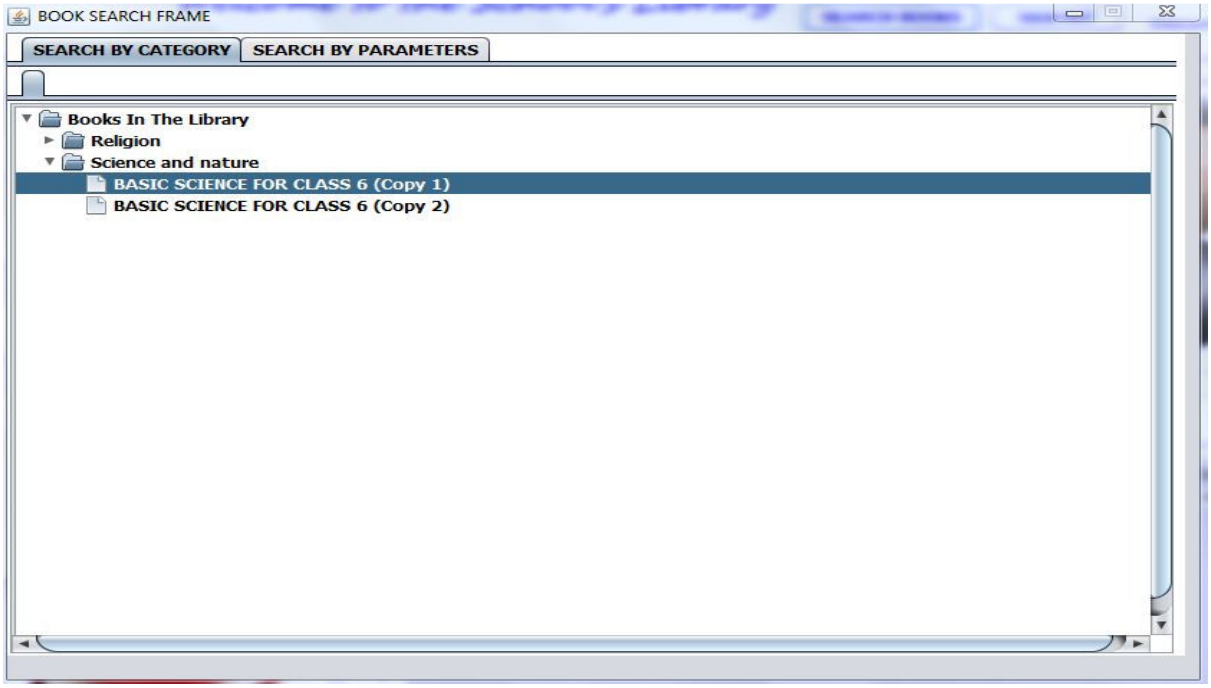
1. Login as the school's Librarian into the 'LIBRARY MANAGEMENT PANEL'
2. Click on the 'SEARCH BOOKS' button to have 'SEARCH BOOKS FRAME' displayed
3. You can either search by category or by parameter

To Search by Parameter



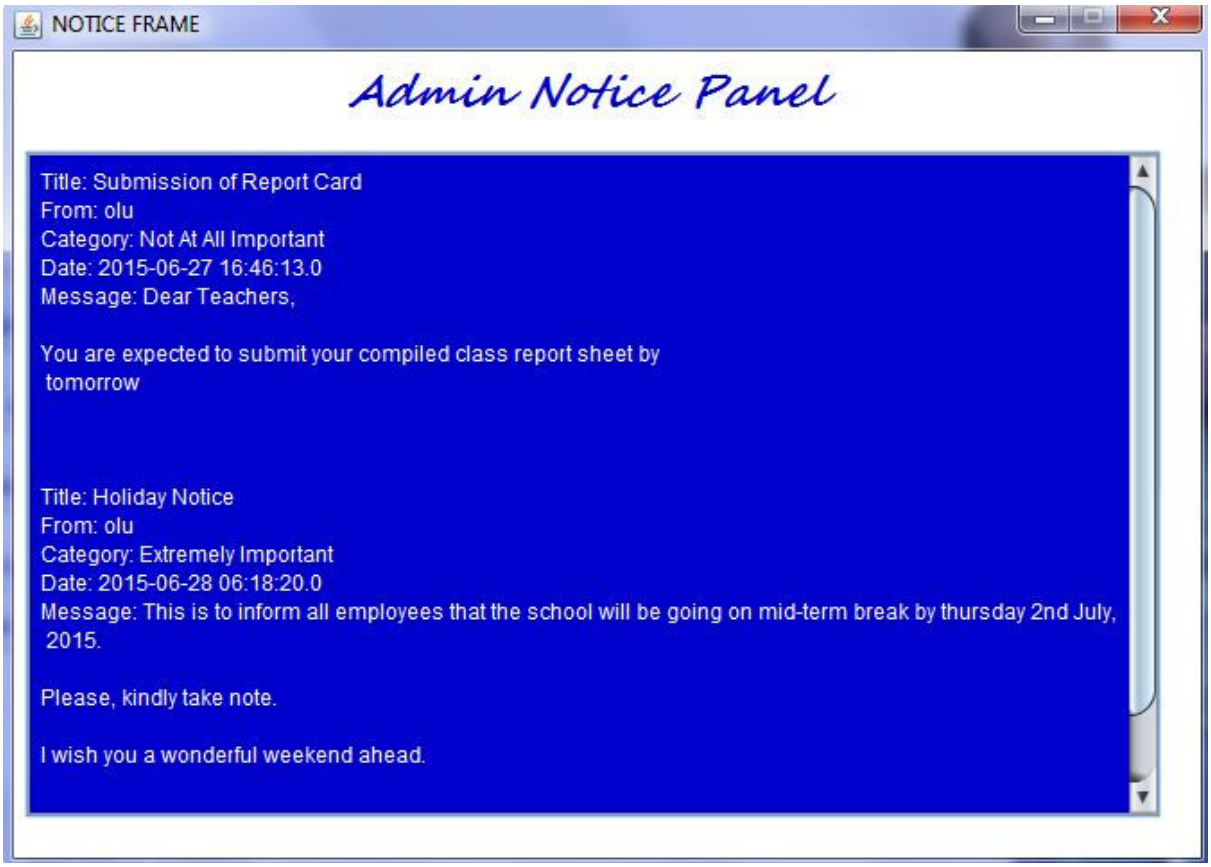
A. Input the search parameter in the 'SEARCH PARAMETER' input box
B. Select the search criteria from the drop down menu and click on the 'SEARCH' button to make the search

To Search By Category



a. Navigate through the book category tree to see the various books available

Notice Communication


NOTICE FRAME
Admin Notice Panel
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From: olu
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You are expected to submit your compiled class report sheet by tomorrow
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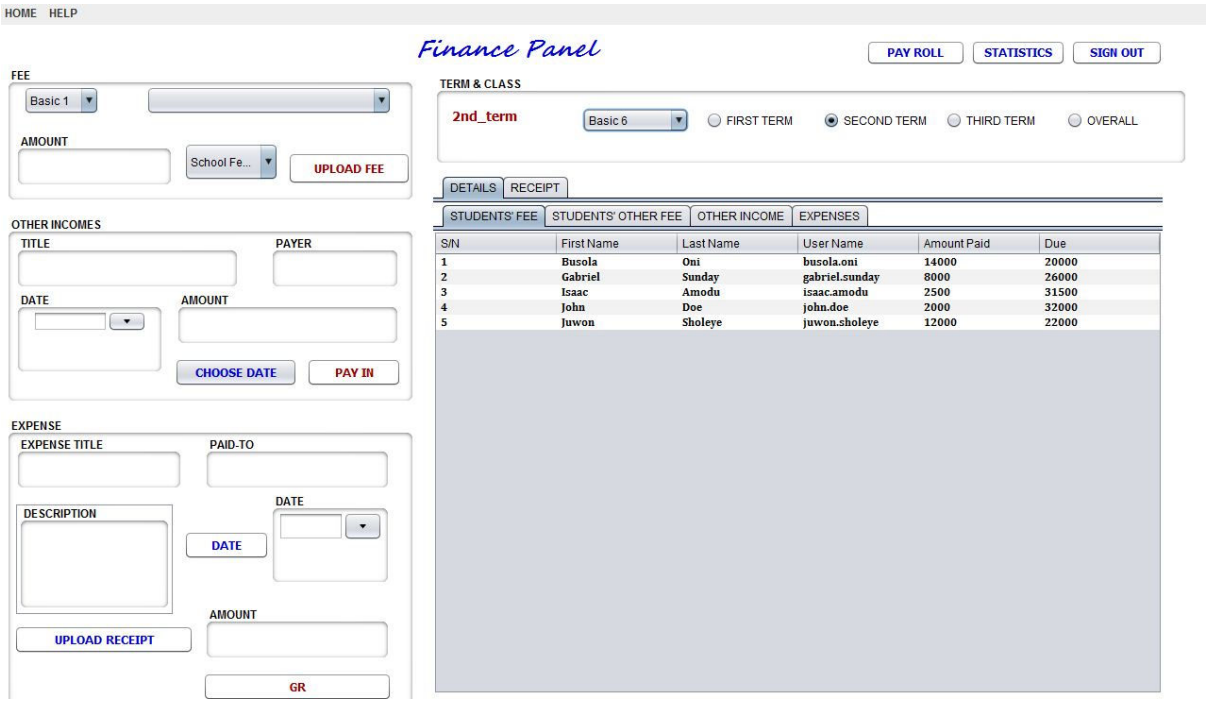
Category: Extremely Important
Date: 2015-06-28 06:18:20.0
Message: This is to inform all employees that the school will be going on mid-term break by thursday 2nd July, 2015.
Please, kindly take note.
I wish you a wonderful weekend ahead.

5. Login as Librarian into the 'Library Management Panel'
6. Click on the 'NOTICE MANAGER' Button to have the Admin Notice Panel pop up
7. Automatically, all notices from the Head Teacher which concern you or is related to your office will be displayed

SCHOOL ACCOUNTANT

In the 'TERMS AND CLASSES' layered pane, ensure that you have chosen the term and class in which you intend to record your transactions under. Do this before commencing upload of transactions.



Key in Fees (both school fees and other class fees)

1. Login as the school's Accountant into the 'FINANCE PANEL'
2. Choose the class in which the student paying up the fee is from the drop down menu in the 'FEE' layered pane
3. Choose the
4. students user name from the drop down menu
5. Input the amount to be paid in the input box
6. Choose the type of fee. E.g. School Fee or Other fees
7. Click on the 'UPLOAD FEE' button to complete the action

Key In Expense (with the picture of the receipt)

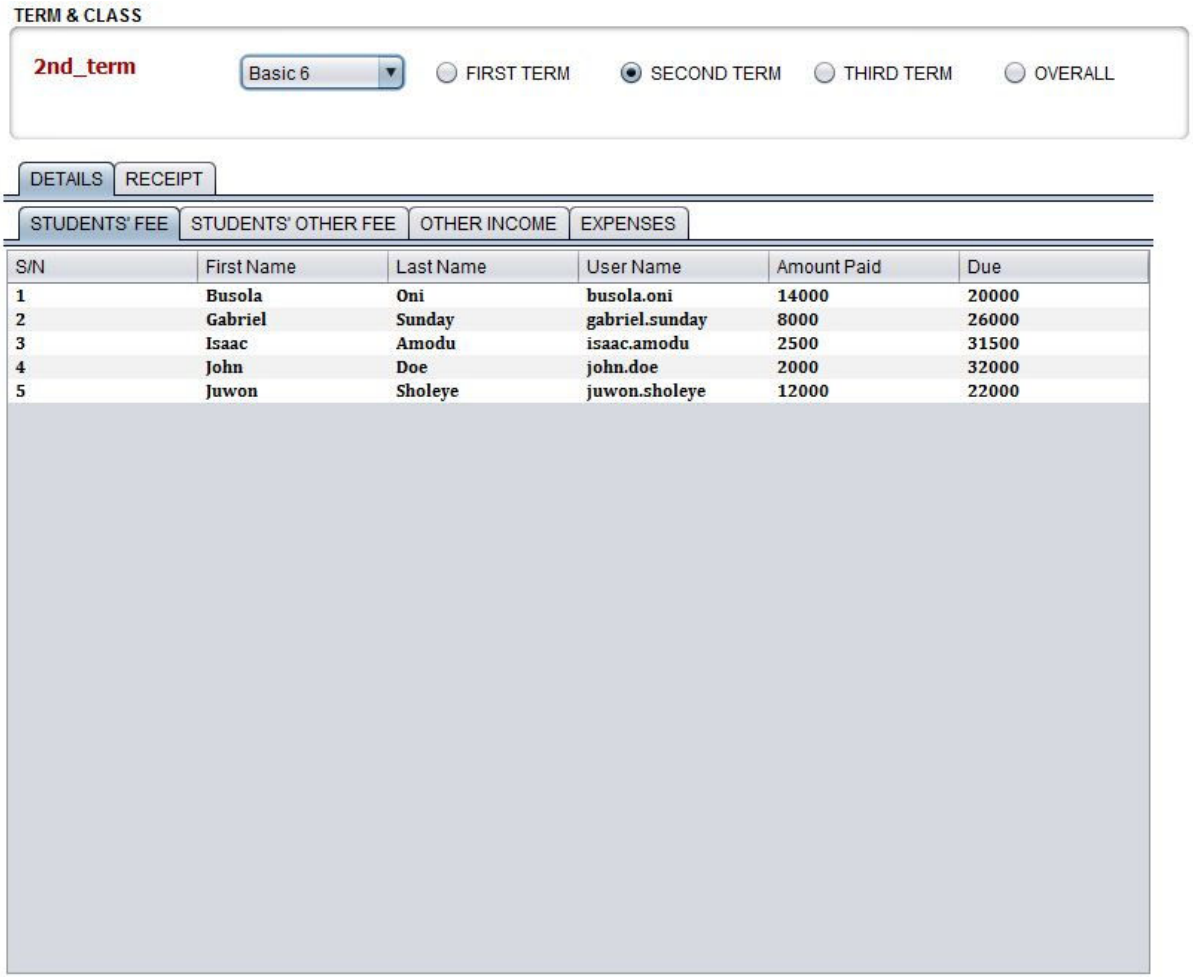
1. Login as the school's Accountant into the 'FINANCE PANEL'
2. Choose the class in which the student paying up the fee is from the drop down menu in the 'EXPENSE' layered pane
3. Input the title, payee's name, description of transaction and amount, as appropriate
4. Click on the 'DATE' button to choose the date in which the transaction was made
5. Click on the 'UPLOAD RECEIPT' button to attach the transactions corresponding receipt
6. Click on the 'GR' button to complete action

Key in Other School's Income

1. Login as the school's Accountant into the 'FINANCE PANEL'
2. Choose the class in which the student paying up the fee is from the drop down menu in the 'OTHER INCOMES' layered pane
3. Input the title, payer's name and amount, as appropriate
4. Click on the 'CHOOSE DATE' button to select the date for the transaction
5. Click on the 'PAY-IN' button to complete action

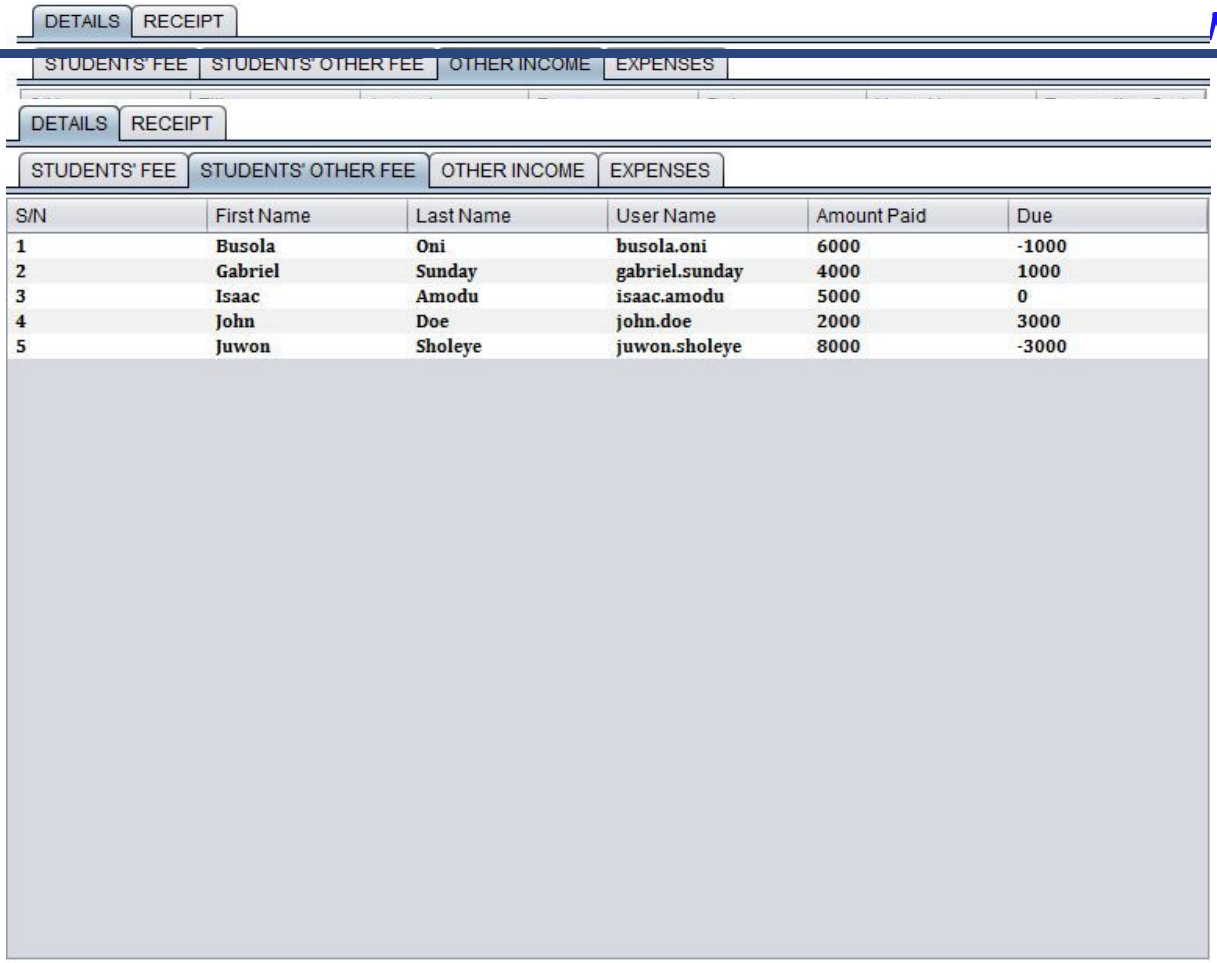
View Fees, Income and Expenses

1. Login as the school's Accountant into the 'FINANCE PANEL'
2. Select the class whose fee profile you wish to check from the drop down menu in the 'TERMS & CLASS ' layered pane
3. Select the reference term using the radio button



A. Click on the 'DETAILS' => 'STUDENTS FEE' option of the tabbed pane
B. As you do so, the fee profile of the class will be automatically

View Other Fees Paid so Far

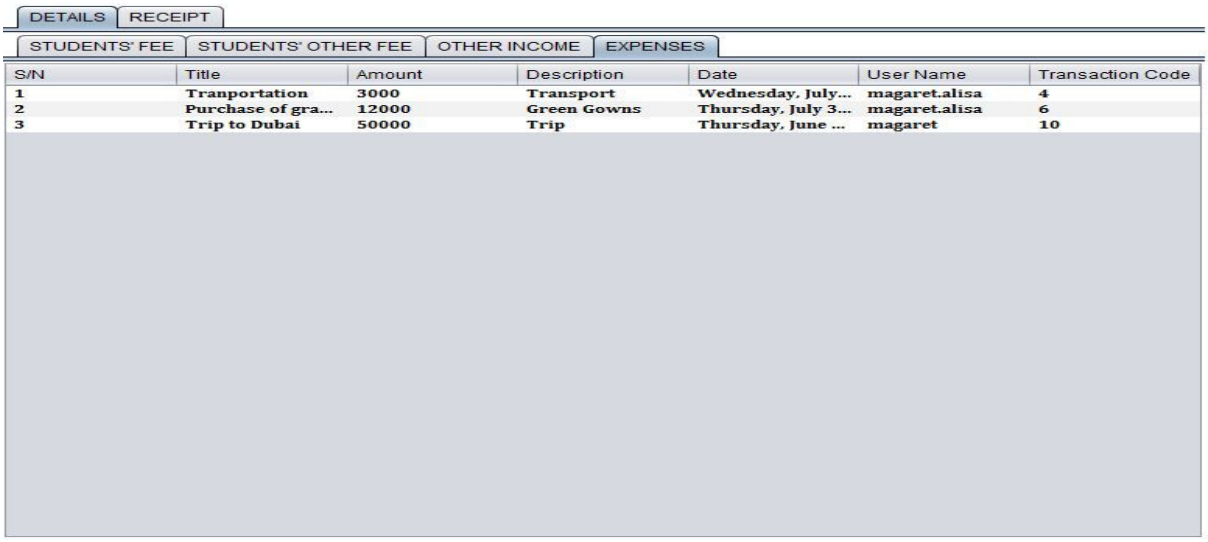


A. Click on the 'DETAILS' => 'STUDENTS OTHER FEE' option of the tabbed pane
B. As you do so, the other fee profile of the class will be automatically

View School's Other Income so Far

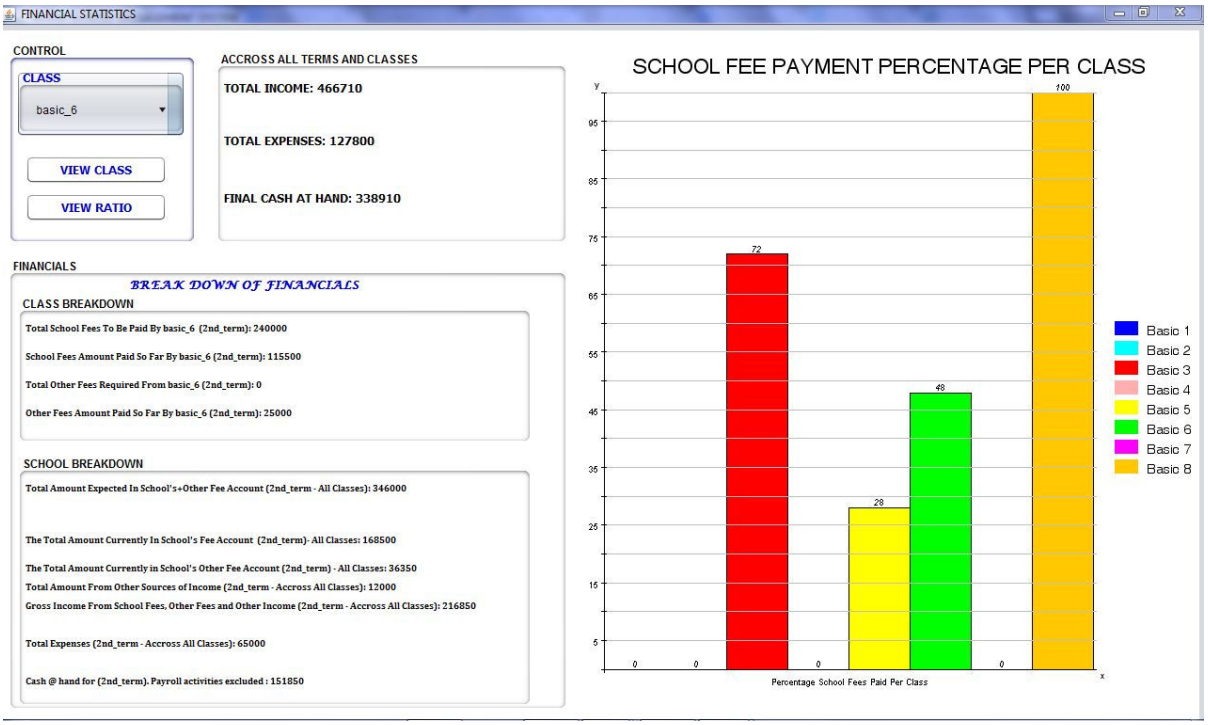
A. Click on the 'DETAILS' => 'OTHER INCOME in the tabbed pane
B. As you do so, the other fee profile of the class will be automatically

View School's Expenses so Far



a. Click on the 'DETAILS' => 'EXPENSES' in the tabbed pane
b. As you do so, the other fee profile of the class will be automatically

Statistical Analysis of School's Financial Standing


FINANCIAL STATISTICS
CONTROL
CLASS
basic_6
VIEW CLASS
VIEW RATIO
ACCROSS ALL TERMS AND CLASSES
TOTAL INCOME: 466710
TOTAL EXPENSES: 127800
FINAL CASH AT HAND: 338910
FINANCIALS
BREAK DOWN OF FINANCIALS
CLASS BREAKDOWN
Total School Fees To Be Paid By basic_6 (2nd_term): 240000
School Fees Amount Paid So Far By basic_6 (2nd_term): 115500
Total Other Fees Required From basic_6 (2nd_term): 0
Other Fees Amount Paid So Far By basic_6 (2nd_term): 25000
SCHOOL BREAKDOWN
Total Amount Expected In School's+Other Fee Account (2nd_term - All Classes): 346000
The Total Amount Currently In School's Fee Account (2nd_term)- All Classes: 168500
The Total Amount Currently in School's Other Fee Account (2nd_term) - All Classes: 36350
Total Amount From Other Sources of Income (2nd_term - Accross All Classes): 12000
Gross Income From School Fees, Other Fees and Other Income (2nd_term - Accross All Classes): 216850
Total Expenses (2nd_term - Accross All Classes): 65000
Cash @ hand for (2nd_term). Payroll activities excluded : 151850
SCHOOL FEE PAYMENT PERCENTAGE PER CLASS
Percentage School Fees Paid Per Class
Basic 1
Basic 2
Basic 3
Basic 4
Basic 5
Basic 6
Basic 7
Basic 8

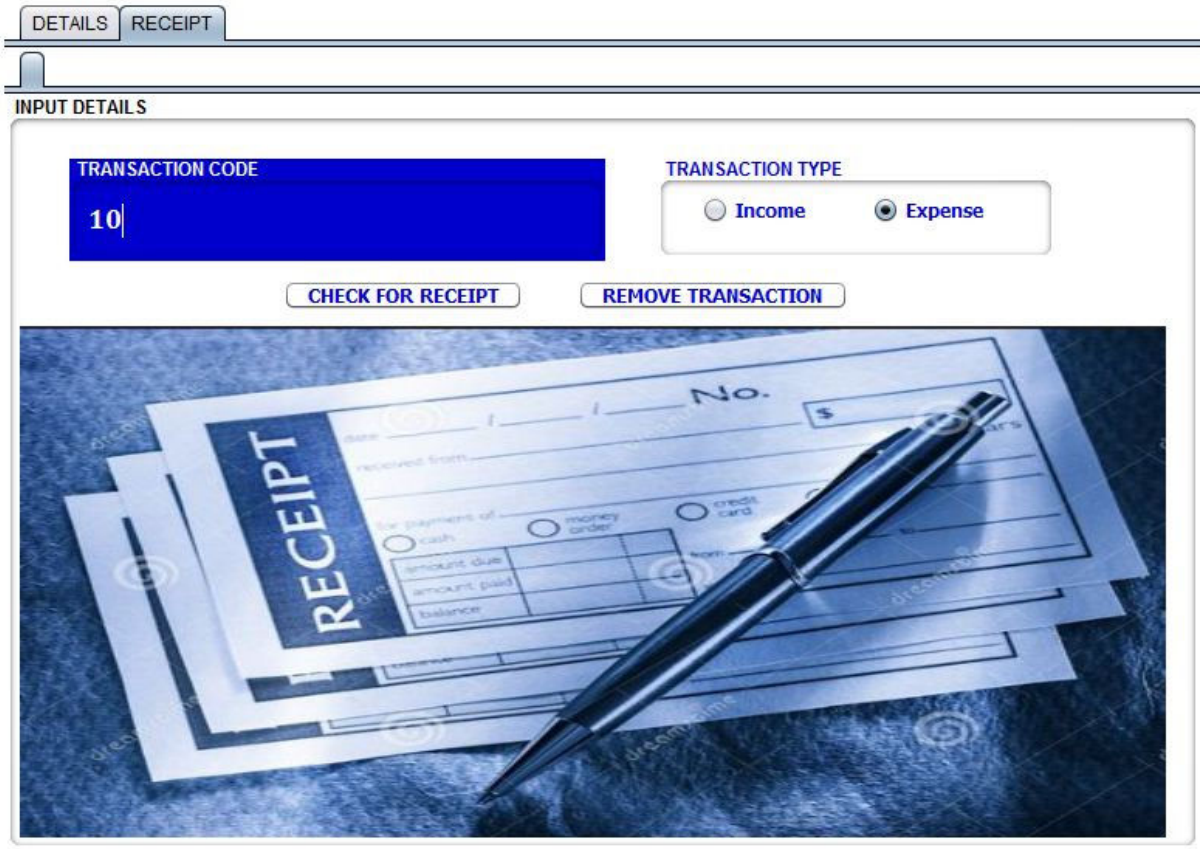
1. Login as the school's Accountant into the 'Finance Panel'
2. Click on the 'FINANCIAL STATISTICS' button to have the statistics frame pop up.
3. Click on the 'VIEW RATIO' button in the 'CONTROL' layered pane to have a graphical view of the payment pattern of the various classes.

View Financial Breakdown Analysis Per Class

A. Select the Class whose financial break down you wish to see from the 'CONTROL' layered pane. E.g. the 'basic_5'
B. Click on the 'VIEW CLASS' button to display the break down analysis for class

Note that the breakdown analysis that will be displayed is that of the reference term chosen in the 'FINANCE' panel before click on the 'STATISTICS' button.

View Receipt of Transactions Made



1. Login as the school's Accountant into the 'FINANCE PANEL'
2. Click on the 'RECIEPT' option in the tabbed pane
3. Input the Transaction code number in the 'TRANSACTION CODE' text input box (Note that all expenses have a transaction code automatically registered with them once keyed in. This can be check by switching to the Expenses table displayed in the 'EXPENSES' tabbed pane
4. Select 'Expenses' from the radio options in the 'TRANSACTION TYPE' layered pane
5. Click on the 'CHECK FOR RECIEPT' button to view the receipt (if available)

Remove Previously Made Transaction

1. Login as the school's Accountant into the 'FINANCE PANEL'
2. Click on the 'RECIEPT' option in the tabbed pane
3. Input the Transaction code number in the 'TRANSACTION CODE' text input box (Note that all expenses have a transaction code automatically registered with them once keyed in. This can be check by switching to the Expenses table displayed in the 'EXPENSES' tabbed pane
4. As the case may be, Select either 'Expenses' or 'Income' from the radio options in the 'TRANSACTION TYPE' layered pane
5. Click on the 'REMOVE TRANSACTION' button to remove the entry from the database

Key in Employee Salary Payments Via The Payroll Module

1. Login as the school's Accountant into the 'FINANCE PANEL'
2. Click on the 'PAY ROLL' button to display the 'PAYMENT TYPE SELECTOR' pop up. This is to help determine the method through which employee payments will be done.
3. Choose either to pay 'Per Employee' or to pay 'Per Position' to display the 'PAY ROLL' frame

Pay Per Employee

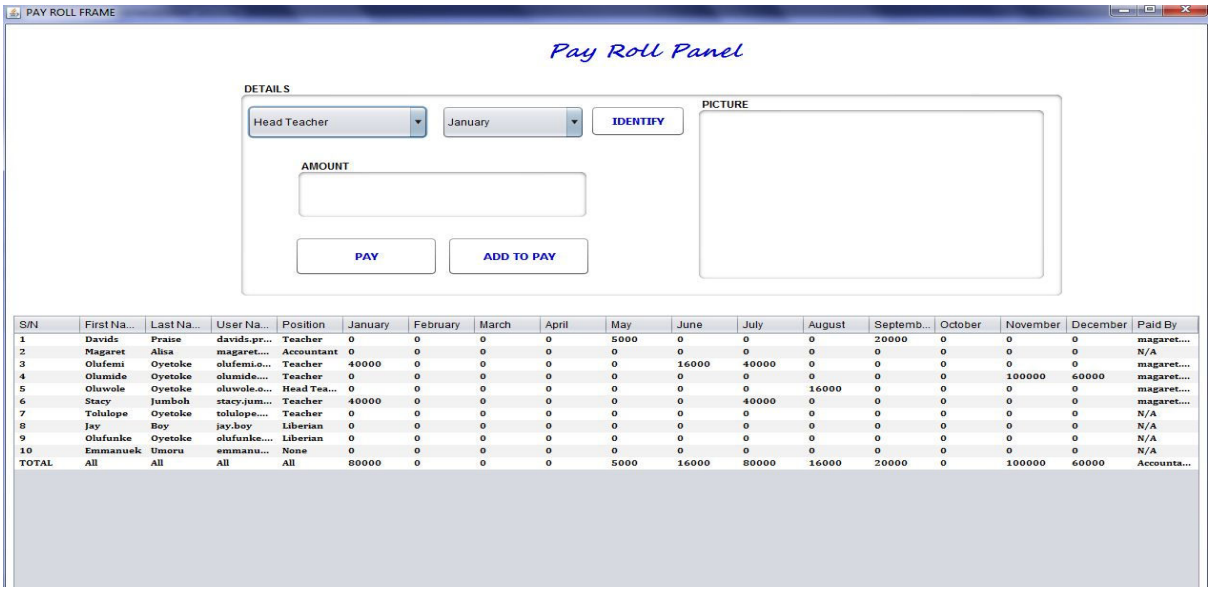
Pay Roll Panel

S/N	First Na...	Last Na...	User Na...	Position	January	February	March	April	May	June	July	August	Septemb...	October	November	December	Paid By
1	Davids	Praise	davids.pr...	Teacher	0	0	0	0	5000	0	0	0	20000	0	0	0	magaret....
2	Magaret	Alisa	magaret....	Accountant	0	0	0	0	0	0	0	0	0	0	0	0	N/A
3	Olufemi	Oyetoke	olufemi.o...	Teacher	40000	0	0	0	0	16000	40000	0	0	0	0	0	magaret....
4	Olumide	Oyetoke	olumide.o...	Teacher	0	0	0	0	0	0	0	0	0	0	100000	60000	magaret....
5	Oluwole	Oyetoke	oluwole.o...	Head Tea...	0	0	0	0	0	0	0	16000	0	0	0	0	magaret....
6	Stacy	Jumboh	stacy.jum...	Teacher	40000	0	0	0	0	0	40000	0	0	0	0	0	magaret....
7	Tolulope	Oyetoke	tolulope.o...	Teacher	0	0	0	0	0	0	0	0	0	0	0	0	N/A
8	Jay	Boy	jay.boy	Liberian	0	0	0	0	0	0	0	0	0	0	0	0	N/A
9	Olufunke	Oyetoke	olufunke....	Liberian	0	0	0	0	0	0	0	0	0	0	0	0	N/A
10	Emmanuek	Umoru	emmanu...	None	0	0	0	0	0	0	0	0	0	0	0	0	N/A
TOTAL	All	All	All	All	80000	0	0	0	5000	16000	80000	16000	20000	0	100000	60000	Accounta...

a. Select the employee's name from the drop down list in the 'DETAILS' layered pane
b. Select the month for which payment is to be made
c. Input the desired amount into the 'AMOUNT' textbox provided
d. To Pay an entirely new sum, click n the 'PAY' button to complete the action
e. To Add to a previously paid salary e.g. if salary comes in instalments, click on the 'ADD TO PAY' button to complete the action

Note, the identity of the employee can be verified by clicking on the 'IDENTITY' button

Pay Per position



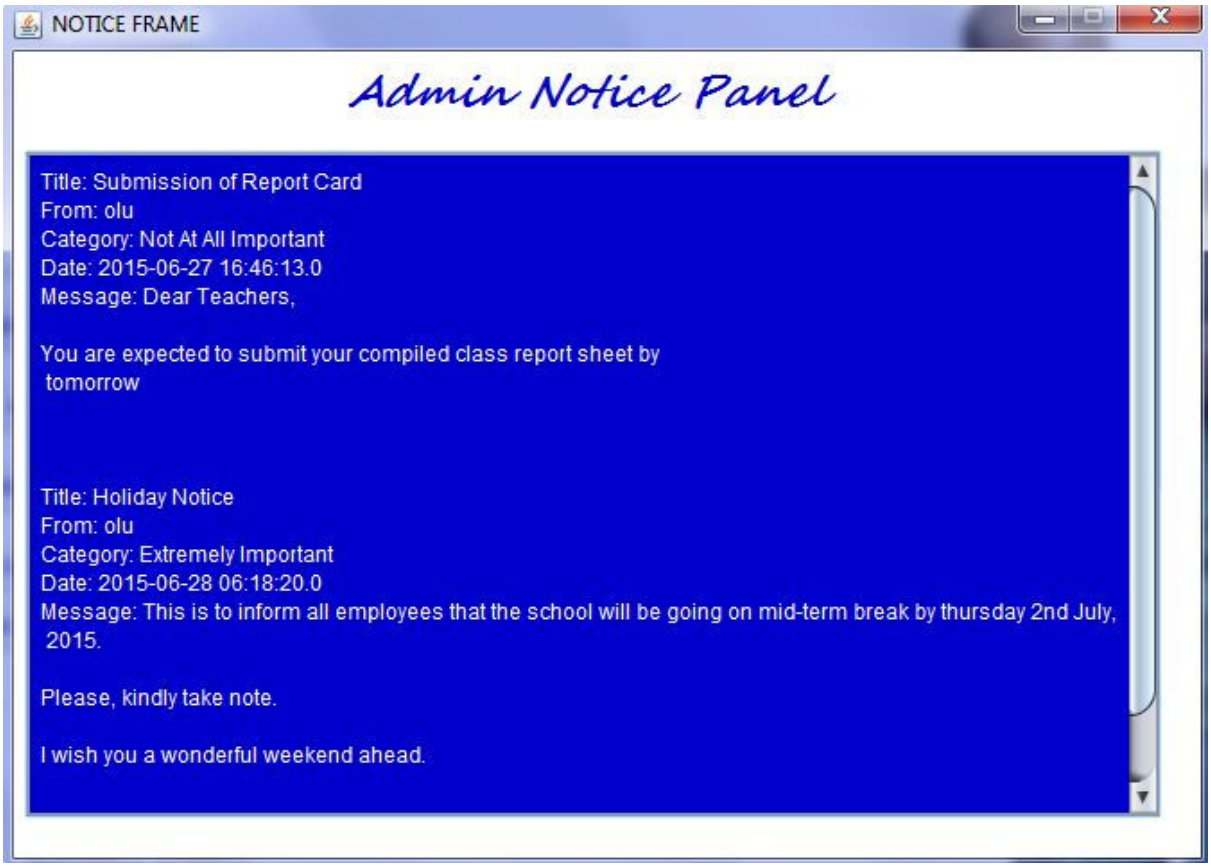
S/N	First Na...	Last Na...	User Na...	Position	January	February	March	April	May	June	July	August	Septemb...	October	November	December	Paid By
1	Davids	Praise	davids.pr...	Teacher	0	0	0	0	5000	0	0	0	20000	0	0	0	magaret....
2	Magaret	Alisa	magaret....	Accountant	0	0	0	0	0	0	0	0	0	0	0	0	N/A
3	Olufemi	Oyetoke	olufemi.o...	Teacher	40000	0	0	0	0	16000	40000	0	0	0	0	0	magaret....
4	Olumide	Oyetoke	olumide....	Teacher	0	0	0	0	0	0	0	0	0	0	100000	60000	magaret....
5	Oluwole	Oyetoke	oluwole.o...	Head Tea...	0	0	0	0	0	0	0	16000	0	0	0	0	magaret....
6	Stacy	Jumboh	stacy.jum...	Teacher	40000	0	0	0	0	0	40000	0	0	0	0	0	magaret....
7	Tolulope	Oyetoke	tolulope....	Teacher	0	0	0	0	0	0	0	0	0	0	0	0	N/A
8	Jay	Boy	jay.boy	Liberian	0	0	0	0	0	0	0	0	0	0	0	0	N/A
9	Olufunke	Oyetoke	olufunke....	Liberian	0	0	0	0	0	0	0	0	0	0	0	0	N/A
10	Emmanuek	Umoru	emmanu...	None	0	0	0	0	0	0	0	0	0	0	0	0	N/A
TOTAL	All	All	All	All	80000	0	0	0	5000	16000	80000	16000	20000	0	100000	60000	Accounta...

a. Select the position which you wish to pay from the drop down list in the 'DETAILS' layered pane
b. Select the month for which payment is to be made
c. Input the desired amount into the 'AMOUNT' textbox provided
d. To Pay an entirely new sum, click n the 'PAY' button to complete the action
e. To Add to a previously paid salary e.g if salary comes in instalments, click on the 'ADD TO PAY' button to complete the action

Note 1: All Employees in this category will be paid

Not e 2: The identity of the employee can be verified by clicking on the 'IDENTITY' button

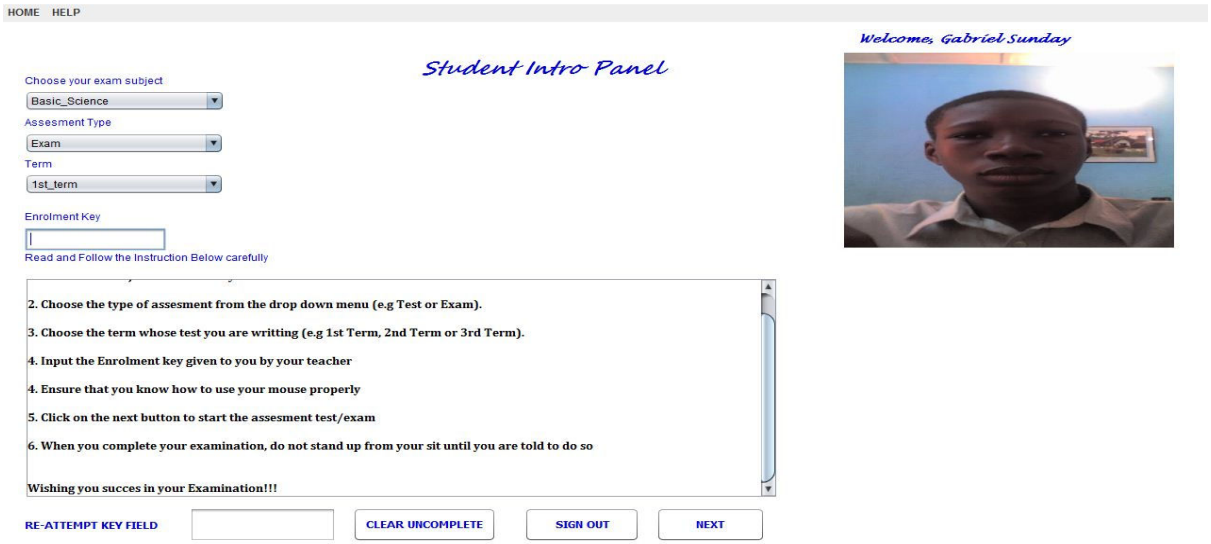
Notice Communication


NOTICE FRAME
Admin Notice Panel
Title: Submission of Report Card
From: olu
Category: Not At All Important
Date: 2015-06-27 16:46:13.0
Message: Dear Teachers,
You are expected to submit your compiled class report sheet by tomorrow
Title: Holiday Notice
From: olu
Category: Extremely Important
Date: 2015-06-28 06:18:20.0
Message: This is to inform all employees that the school will be going on mid-term break by thursday 2nd July, 2015.
Please, kindly take note.
I wish you a wonderful weekend ahead.

1. Login as Librarian into the 'Finance Panel'
2. Click on the 'NOTICE MANAGER' Button to have the Admin Notice Panel pop up
3. Automatically, all notices from the Head Teacher which concern you or is related to your office will be displayed

STUDENT

Take Computer based tests


HOME HELP
Student Intro Panel
Welcome, Gabriel Sunday
Choose your exam subject
Basic_Science
Assesment Type
Exam
Term
1st_term
Enrolment Key
Read and Follow the Instruction Below carefully
2. Choose the type of assesment from the drop down menu (e.g Test or Exam).
3. Choose the term whose test you are writting (e.g 1st Term, 2nd Term or 3rd Term).
4. Input the Enrolment key given to you by your teacher
4. Ensure that you know how to use your mouse properly
5. Click on the next button to start the assesment test/exam
6. When you complete your examination, do not stand up from your sit until you are told to do so
Wishing you succes in your Examination!!!
RE-ATTEMPT KEY FIELD
CLEAR UNCOMPLETE
SIGN OUT
NEXT

1. Login as a student, to proceed to the 'Student Intro Panel'
2. Choose the assessment subject from the assessment drop down list
3. Choose the assessment type (test or exam) from the assessment type drop down list
4. Choose the term of reference (e.g. 1st_term)
5. Input the Enrolment Key as instructed by the teacher who set in the questions into the database
6. Click on the Next Button to Proceed

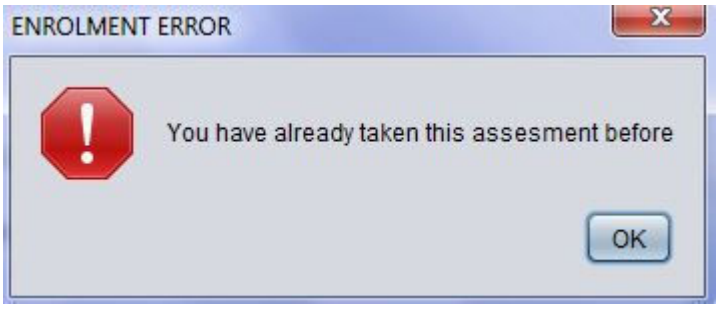
Possible Occurrences

Case 1: Wrong Enrolment Key

A. Enrolment Key is case sensitive make sure you get the keys inputted properly

B. Confirm the enrolment key from the administrator who set the question into the database

Case 2: Assessment Taken Before



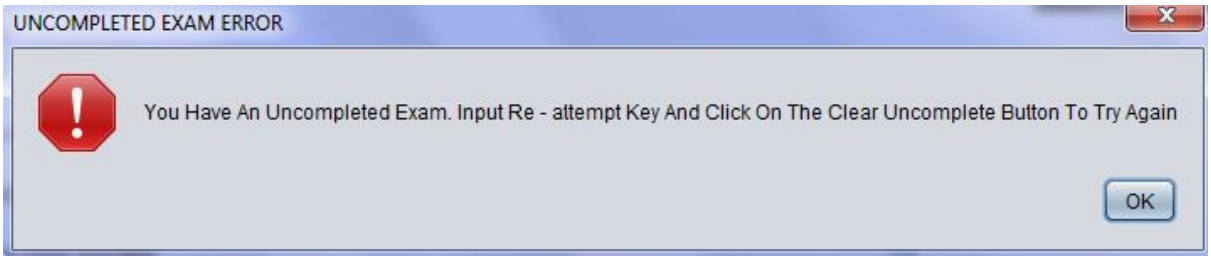
A. Only the head teacher has the exclusive right to the password required by the student to retake a test he already has attempted before

B. Input this password into the Re-Attempt key filed and click

on the 'ALLOW' button

C. Click on the 'NEXT' button to begin

Case 3: Already Has an Ongoing Assessment

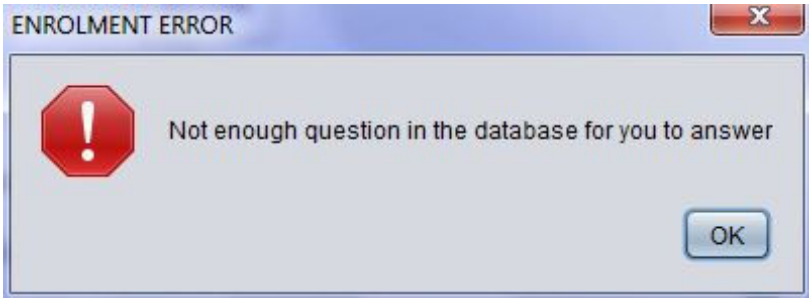

UNCOMPLETED EXAM ERROR
You Have An Uncompleted Exam. Input Re - attempt Key And Click On The Clear Uncomplete Button To Try Again
OK

A. Only the head teacher has the exclusive right to the password required to authorize the student to take a new test, though he/she has an ongoing one which was not completed before exiting the system by the student to retake a test he already has attempted before

B. Input this password into the Re-Attempt key filed and click on the 'CLEAR UNCOMPLETE' button

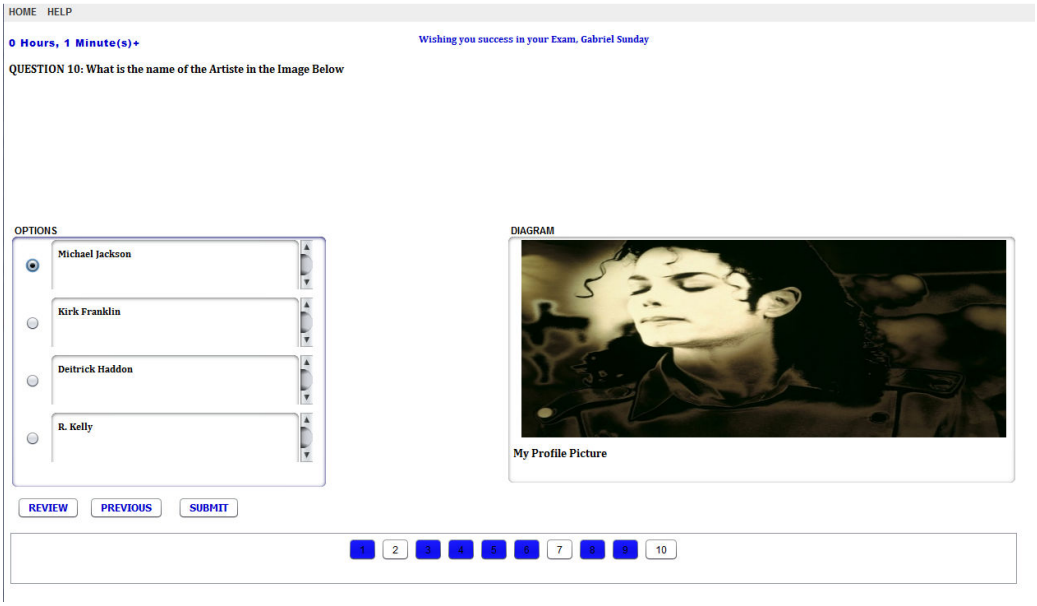
C. Click on the 'NEXT' button to begin

Case 4: Not Enough Questions



A. The teacher has to set up to the specified number of question he/she inputted in the 'SET ASSESMENT PARAMETER PANEL' when setting the questions into the database. If the number of questions in the database tagged to this enrolment key is not equal to or greater than the specified number, students will not be able to take the assessment.

EXAM IN PROGRESS



1. Use the 'REVIEW' button to review the current paper you are currently on. It shows at a full glance, the question, options and the answer you have chosen.

EXAM REVIEW
Exam Review Frame
Hope you are having a good time, Gabriel Sunday
Review your questions carefully to see if there are any you havent attempted, or attempted wrongly. Close the panel when you are done to continue with your Examin...
D. Cadbury
Your Answer: A
Question: 4 What is your teacher's name ?
A. Tolu
B. Olumide
C. Oluwole
D. Stacy
Your Answer: NO ANSWER CHOSEN
Question: 5 What is the name of my Tab
A. GDIPPO
B. IPPO
C. iPad
D. ThinkPad
Your Answer: NO ANSWER CHOSEN
Question: 6 Whic of this is a hard drug ?
A. Septrin
B. Paracetamol
C. Cocaine
D. Panadol
Your Answer: C
Question: 7 In which state is ikeja Located
A. Oyo
B. Lagos
C. Abia
D. Kaduna
Your Answer: NO ANSWER CHOSEN
Question: 8 Who was the father of Jesus ?
A. Peter
B. Judas
C. John
D. Joseph
Your Answer: QUESTION NOT YET ATTEMPTED
Question: 9 What is the name of the president of Nigeria ?

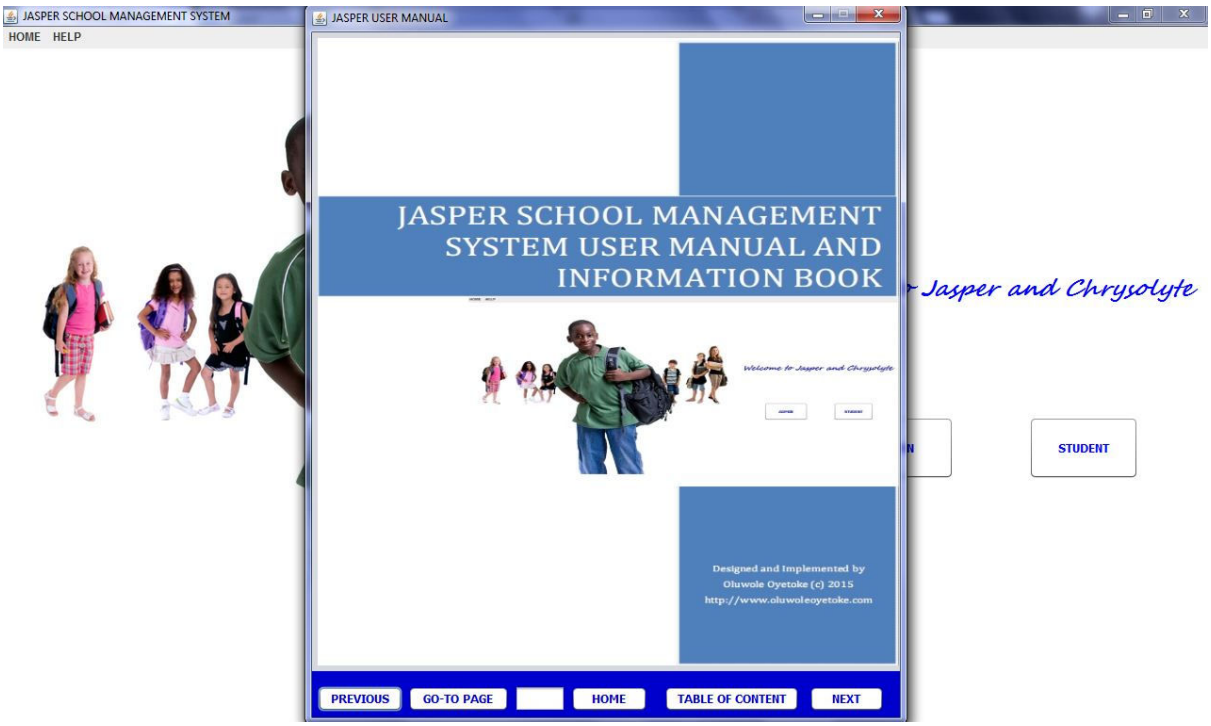
2. Use the 'PREVIOUS' button to go to the previous question
3. Use the 'NEXT' button to go to the next question
4. Use the 'SUBMIT' button to submit

Note that Examination will auto submit once time is up

USE THE IN PACKAGE MANUAL

- Click on the 'Help' menu.
- Click on manual Or

- Simply press the 'F1' function button.



END A SESSION

1. Login as the Head Teacher to proceed to the 'Head Teacher Panel'
2. Click on the 'APPROVALS AND SETTINGS' button
3. Click on the 'END SESSION' button to complete action

4.0: ABOUT THE DEVELOPER

NAME: Oluwole Oyetoke
EMAIL: oluwoleoyetoke@gmail.com
QUALIFICATION: B. Eng Information and Communication Engineering, Covenant University, Nigeria.
HOBBY: Hanging out with friends and Programming
ASPIRATION: To be an Embedded Systems Engineer
SUMMARY: This software was built to serve as my contribution to the improvement of the educational landscape of Nigeria, Africa and the world at large by making this primary school management software freely available.